



Development of National Metrology, Standardisation, Conformity Assessment and Accreditation system

FINAL REPORT
CARDS 2004 Croatia, Project No 116536

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EUR 24259 EN - 2009

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JRC 56952

EUR 24259 EN

ISBN 978-92-79-15055-5

ISSN 1018-5593

DOI 10.2787/24274

Luxembourg: Office for Official Publications of the European Communities

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Printed in Belgium

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LIST OF ABBREVIATIONS

CARDS	Community Assistance for Reconstruction, Development and Stabilisation
CEN	European Committee for Standardization
CENELEC	European Committee for Electrotechnical Standardization
CMC	Calibration and Measurement Capabilities
CROLAB	Croatian Laboratories Association
DG JRC	Directorate General Joint Research Centre
DZM	State Office for Metrology
EC	European Commission
EU	European Union
HAA	Croatian Accreditation Agency
HMI	Croatian Metrology Institute
HZN	Croatian Standards Institute
ILC	Inter-laboratory comparison
IRMM	Institute for Reference Materials and Measurements
MELE	Ministry of Economy, Labour and Entrepreneurship
MiC	Metrology in Chemistry
MoU	Memorandum of Understanding
MS	Member States
MSES	Ministry of Science, Education and Sports
NMI	National Metrology Institute
NSB	National Standards Body
SAA	Stabilisation and Association Agreement
PIU	Project Implementation Unit
TC	Technical Committee
TrainMiC	Training in Metrology in Chemistry

PROJECT SYNOPSIS

Programme	CARDS 2004 - Croatia
Project title	Development of National Metrology, Standardisation, Conformity Assessment and Accreditation system
Project number	AA 116536
Overall objective	The overall objective is to further develop the quality infrastructure in the Republic of Croatia, in line with the provisions of the SAA, and to create an enabling environment for the Croatian industries and manufacturers to improve their trade and industrial relations with the EU and international markets as well as quality of life
Specific Objectives	1/ Strengthen the national quality infrastructure system 2/ Improve the technical expertise 3/ Rise public awareness on the importance of a proper functioning of the national quality infrastructure
Planned Outputs	<p><u>Component 1: Institutional Capacity Building (IC)</u></p> <ul style="list-style-type: none"> • Draft strategies for HMI and updated strategies for other beneficiaries; • Drafted amendments to existing legislation for metrology, standardisation and conformity assessment; • Selected laboratories to become national reference laboratories in Metrology in Chemistry, that are prepared to take corresponding responsibilities; • A list of identified areas of cooperation between all relevant stakeholders that might wish later to sign MoUs; • HZN ready for CEN and CENELEC membership; • HAA accreditation capabilities in the field of environment and food enlarged; <p><u>Component 2: Human Resources Development (HR)</u></p> <ul style="list-style-type: none"> • Development of training curricula in metrology in chemistry and train the trainers programmes • Training for standardisation experts • Development of procedures and working instructions for a selected analytical laboratories in order to prepare them for accreditation and/or update them in the field of reference measurements • Training for technical assessors concerning quality of measurements results in analytical laboratories • Training related to conformity assessment topics <p><u>Component 3: Awareness Campaign (AC)</u></p> <ul style="list-style-type: none"> • Training materials in MiC • Awareness publications related to targeted fields of the Quality Infrastructure in Croatia • Concluding conference on the outcomes of the project
Activity fields	<p><u>Component 1: Institutional Capacity Building (IC)</u></p> <p>1/ Draft/update strategies for beneficiary institutions</p> <p>2/ Revise the existing legislation</p> <p>3/ Networking in metrology in chemistry</p> <p>4/ Enhance cooperation between relevant stakeholders</p> <p>5/ Support in preparation of HZN for CEN and CENELEC membership</p> <p><u>Component 2: Human Resources Development (HR)</u></p> <p>6/ Training for standardisation experts</p> <p>7/ Training courses in metrology in chemistry for analytical laboratories and technical assessors</p> <p>8/ Development of procedures and working instructions</p> <p>9/ Training related to conformity assessment topics</p> <p><u>Component 3: Awareness Campaign (AC)</u></p> <p>10/ Organisation of public awareness activities</p> <p>11/ Draft and printing of adequate material for all organised trainings, workshops and for other public awareness purposes</p>
Project starting date	16 th of May 2006
Project duration	37 months

EXECUTIVE SUMMARY

The fifth interim and final report of the CARDS programme 2004 project "Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System" - offers an overview of the *conducted activities during the period*: from the 6th October 2008 to the 15th June 2009. Furthermore, this document is giving a sum-up of the overall achievements of the project over the entire duration of the project (16th May 2006 to 15th June 2009). Evaluation, eventual feedbacks, encountered problems, modifications and further recommendations are also elaborated. Finally, the last chapter is meant to provide a *synthetic view on the targets* of the project, derive *conclusions* and list the key issues / experiences and proposes *further improvement possibilities for beneficiary institutions*.

The project included a large panel of sixty-seven various activities linked to different segments of the Quality infrastructure in the Republic of Croatia. The activities have been distributed over eleven distinct components, aiming at improving institutional capacity (IC) at key public institutions in the field, further development of human resources (HR) and raising public awareness (AC).

Institutional capacity (IC):

Programmed objectives have been completed to a large extent as all three major beneficiary institutions are today fulfilling their roles, while operating in compliance with respective metrology, accreditation and standardisation related European frameworks. National legislation in these fields has been screened and possible improvements have been advised where necessary. The identified reference laboratories in chemistry are fully integrated into the national metrology network as stipulated within the National strategy. The DZM is full and active member of EURAMET, while HAA is actively involved within the European cooperation for Accreditation. HZN is still aiming towards the full membership in the European standardisation committees CEN/CENELEC, but significant progress has been achieved on this path during the second semester of 2008 and the first quarter of 2009. Hence, the fulfilment of all membership requirements can objectively be expected in the course of 2009.

Human resources (HR):

A total of seventeen individual working sessions involved HZN experts with the aim of familiarising them with particular features of EU member states' NSB tasks and operations, as well as particularities linked to interactions with CEN and CENELEC. Five NSBs have been actively contributing by sharing their specific experiences with HZN respective staff members. In addition, staff from national reference laboratories and analytical laboratories applying for accreditation, as well as experts and technical assessors from the national accreditation body, have been trained in fields defined as strategically important (essentially in specific environmental and food areas).

Public awareness campaign (AC)

All principal stakeholders in the project have been actively involved from the earliest stages of implementation. This panel included for instance the Ministry of Economy, Labour and Entrepreneurship, the association of Croatian laboratories (CROLAB), the Croatian Metrology Society (HMD), the Croatian Chamber of Commerce (HGK), the Croatian Society for Quality (HDK). Their involvement and direct and

indirect contributions in raising the overall awareness level about the gradual improvements and achieved progress in the Quality infrastructure filed on the way to EU accession has been of a great value.

Within this project, expert support in further improvement of the beneficiaries' management processes as well as technical expertise were often taking place simultaneously. The achieved results show that the overall as well as specific objectives of the project CARDS 2004 "Croatia metrology" have been met. The assistance has systematically avoided fast-track solutions implying providing "instant formula" produced by foreign experts. In opposite, inclusive strategy formulation processes based on the basis for conducted activities in all segments. The sustainability of effectively achieved results has therefore been in the focus of the overall assistance concept.

1 INTRODUCTION

The CARDS 2004 - Croatia project on the "Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System" is providing targeted assistance on predefined topics having as overall objective further development of the Quality Infrastructure in Croatia.

The intervention logic in this framework is based on three key objectives, these being:

- *Strengthen the national quality infrastructure*, through assisting in strategic and legislative alignment efforts, as well as enhancing collaboration between all relevant stakeholders;
- *Provide assistance in further improvement of the technical expertise*, in the areas of standardisation, chemistry dimension of the Metrology and related conformity assessment topics;
- *Raise public awareness* on the importance of the proper functioning of the National Quality Infrastructure.

This 5th Interim and Final Report provides an overview on the project's progress covering the period October 2008 – June 2009, as well as an overall evaluation of the project over the entire three years period.

2 ACHIEVED RESULTS DURING THE 5th REPORTING PERIOD (06/10/2008 - 15/06/2009)

In line with the initial planning in the inception report, all activities under this project are structured within three **major objectives**:

- Institutional Capacity building (CB),
- Human Resources Development (HR) and
- Awareness Campaign (AC).

Furthermore, each one of them is subdivided on (in total) eleven **intervention fields**, as follows:

Component 1: Institutional Capacity Building (CB)

- 1/ Draft/update strategies for beneficiary institutions
- 2/ Revise the existing legislation
- 3/ Networking in metrology in chemistry
- 4/ Enhance cooperation between relevant stakeholders
- 5/ Support in preparation of HZN for CEN and CENELEC membership

Component 2: Human Resources Development (HR)

- 6/ Training for standardisation experts
- 7/ Training courses in metrology in chemistry for analytical laboratories and technical assessors
- 8/ Development of procedures and working instructions
- 9/ Training related to conformity assessment topics

Component 3: Awareness Campaign (AC)

- 10/ Organisation of public awareness activities
- 11/ Drafting and printing adequate material for all organised trainings, workshops and for other public awareness purposes

The achievement of the defined objectives is reflected by a number of activities, which were determined for each intervention field and are listed in the Inception report following the above structure. Each activity is referred to by a corresponding numbering, which is composed of the number of the intervention field and the activity itself. As an example: Activity 1.7 – HAA's strategy fine-tuning, is the seventh activity in intervention field 1/ Draft/update strategies for beneficiary institutions. Altogether, 67 activities within 11 intervention fields have been determined and distributed over the entire project duration.

Any additional activity that does not appear in the initial planning, but has been agreed *a posteriori* follows the same logic of numbering, within the corresponding chapter (e.g. 7.16).

Finally, the outcome of each activity reflects at least one of the **five deliverables**. For project management purposes they have been listed in the inception report, as follows:

DELIVERABLES	
D1	Croatian Experts on a training session abroad
D2	Short visit of EU experts to Croatia
D3	Events organised in Croatia
D4	Printed documents and materials
D5	Other deliverables - mainly project management (meetings etc.)

2.1 OVERVIEW OF THE ACTIVITIES IN THE 5th REPORTING PERIOD

The following overview is based on the previously elaborated reporting logic. It offers a synthetic picture of the achieved results during the 5th reporting period:

The implementation of the following activities has been initiated during the previous reporting periods and is pursued in the 5th reporting period:

N°	Component	Activity	Methodology	Status at the beginning of the period	Status at the end of the period
1.2	CB	Support to draft the organizational development strategy of the Croatian Metrology Institute	D2 / D4	Postponed	Cancelled
1.4	CB	Fine-tuning of the HZN strategy	D2	Postponed	Cancelled
1.5	CB	Support to establishment of the HZN business plan (human resources, financial planning)	D2	Postponed	Cancelled
2.3	CB	Review of the standardization law and related laws, proposal for the amendments	D2 / D4	In progress	Completed
4.1	CB	Workshop on defining areas of cooperation with major partners	D2 / D3	Postponed	Cancelled
4.4	CB	Training in managing metrology projects (<i>additional</i>)	D1	Postponed	Completed within other projects
5.1	CB	Analysis of Internal Rules and Procedures	D2 / D4	Postponed	Completed
5.3	CB	Support to HZN committee work (voting, notifications to CEN/CENELEC)	D1	In progress	Completed
5.4	CB	Visit at a NSB – exchange of experiences on TC work	D1	In progress	Completed
5.6	CB	Visit at a NSB – exchange of experiences on drafting of standards	D1	In progress	Completed
6.1	HR	Increasing financing of standardization – support to sale, especially e-sale and marketing	D1	In progress	Cancelled
6.3	HR	Standardization database management and IT security	D1	In progress	Completed
6.4	HR	Archiving of the documents – paper and electronic	D1	In progress	Completed
7.3	HR	Evaluation of laboratories progress to be designated as national laboratories in the field of metrology in chemistry and apply for accreditation	D2	Postponed	Completed
7.4	HR	Environmental protections (water, emissions): witnessing of assessment in EU Member State	D1	In progress	Completed
7.5	HR	Food (organic farming): witnessing of assessment in EU Member State	D1	In progress	Completed
7.8	HR	Food (safety, quality) - mandatory area based on national regulations and/or EU directives: witnessing of assessment, performed by EU assessors	D2	Postponed	Completed
7.12 7.14	HR	Post-proficiency testing workshop(Food)	D2 / D4	In progress	Completed
8.2	HR	Support to elaboration and implementation of necessary procedures and working instructions for	D2 / D4	Postponed	Cancelled

		newly selected national laboratories in the field of MiC			
11.3	AC	Support to elaboration and publishing of information materials in priority conformity assessment sectors	D2 / D4	In progress	Cancelled

In addition, the following activities have been scheduled to take place in the final reporting period.

N°	Component	Activity	Methodology	Status at the beginning of the period	Status at the end of the period
1.3	CB	Support to drafting of organizational development strategy of the Croatian Metrology Institute (follow-up)	D2	Postponed	Cancelled
1.6	CB	Support to establishment of the HZN business plan (follow-up)	D2	Postponed	Cancelled
2.6	CB	Further support to legislation approximation	D2	Postponed	Completed
4.2	CB	Support to newly established HMI in building up relation with stakeholders	D2	Postponed	Cancelled
4.3	CB	Providing assistance in drafting MoUs	D4	Planned	Cancelled
5.2	CB	Analysis of Internal Rules and Procedures (follow-up)	D2 / D4	Postponed	Completed
5.5	CB	Support to drafting of standards	D2	Postponed	Completed
5.7	CB	Support to preparation of the CEN/CENELEC application	D2 / D4	Postponed	Completed
5.8	CB	Preparation for the CEN/CENELEC audit – exercising audit situations	D2	Postponed	Completed
5.9	CB	Support to full integration into the CEN/CENELEC system	D2	Planned	Cancelled
6.2	HR	Increasing financing of standardization – support to sale, especially e-sale and marketing (follow-up)	D2	Postponed	Cancelled
6.5	HR	Support to the establishment of the terminology database	D2	Postponed	Cancelled
6.6	HR	Support to drafting the ToR for further support in terminology database	D2 / D4	Postponed	Cancelled
6.7	HR	Train-the-trainers	D3	Postponed	Cancelled
7.13	HR	Post-proficiency testing workshop (Environment)	D1	Planned	Completed
7.15	HR	Specialised training for technical assessors (food and environment priority areas)	D1	Planned	Completed
8.1	HR	Peer-assessment of the HAA Management system according to ISO 17011	D2	Postponed	Completed within other projects
9.2	HR	Sector oriented workshops on conformity assessment	D3	Planned	Completed
10.1	AC	Providing project presentation	D3	Planned	Completed
10.3	AC	Workshop with Croatian authorities on standardisation and its interlinks with	D3	Planned	Completed



		European technical legislation and conformity assessment system			
10.4	AC	National conference on quality infrastructure, technical regulations and conformity assessment – final project event	D3	Planned	Completed
11.2	AC	Support on elaboration and publishing a booklet on European Technical Regulation	D4	Postponed	Cancelled
11.4	AC	Preparing and printing information leaflet on one of the HAA priority fields	D4	Planned	Cancelled
	Project Management	Final Steering Committee Meeting	D5	Planned	Completed

Following a common agreement between the main beneficiary institution and the Consultant and with the approval of the EC Delegation Zagreb, the project implementation period has been extended by a month. This extension has allowed for organising the final project awareness event jointly with the World Metrology Day celebration in Zagreb thus benefiting from the traditionally high attendance of the quality infrastructure professionals and stakeholders. As a result, the end date of the project has shifted to 15th June 2009.

The project team has experienced certain changes. Due to the leave of Mr Nikola Poposki, the role of team leader has been taken over by Ani Todorova at the beginning of April 2009.

2.2 DETAILED REPORT ON ACTIVITIES


Based on the above overview, this section of the report lists the stage of achievement for the programmed activities, while exposing relevant facts on each one of them.

Status	Explanation	Symbol
Completed	The activity has been completed as envisaged in the planning	
Cancelled	The activity has not been realised and is not expected to be delivered	

2.2.1 INSTITUTIONAL CAPACITY BUILDING (CB)


1/ Drafting/updating strategies for beneficiary institutions

Activity 1.2	Support to drafting of organizational development strategy of the Croatian Metrology Institute
Status up-date	The Activity has been POSTPONED from the previous reporting period. The conduct depends on the establishment of the Croatian Metrology Institute (HMI).
Background information	The amended Metrology Act provides the legal base for the establishment of the Croatian Metrology Institute (HMI). The elaborated National Strategy in the field of metrology provides larger framework relevant to the evolution of the national system. The HMI's institutional strategy should provide guidelines for: a/ the organisational structure b/ further development of the scientific metrology c/ interactions with the other institutions on the national and international scene The working group elaborating the organisational strategy should involve the top management of the newly established HMI, as well as representatives from the national laboratories. The process is designed in two phases. This activity embodies the first phase of elaboration, while the follow-up is ensured through Activity 1.3.
Objective of the activity	Elaborate an organisational strategy for HMI
Methodology	Working Group including HMI director and heads of laboratories
Implementation period	January 2009
Expected result	Prepared skeleton of the organisational strategy
Deliverables	<ul style="list-style-type: none"> Draft HMI strategic document


	Status	Cancelled
	Results	The conduct of this activity is conditioned by the existence of the HMI. The practical establishment of the HMI (including designation of an interim director and assignment of staff members) has not taken place in the lifespan of the project. As the amended Metrology Act requires its formal existence, the decision on the implementing steps lays with the responsible Ministry of Science, Education and Sports of the Republic of Croatia.

Activity 1.3	Support to drafting of organizational development strategy of the Croatian Metrology Institute (follow-up)
Status up-date	The activity is scheduled for this reporting period. The conduct depends on the establishment of the Croatian Metrology Institute (HMI).
Background information	The amended Metrology Act provides the legal base for the establishment of the Croatian Metrology Institute (HMI). The elaborated National Strategy in the field of

	<p>metrology provides larger framework relevant to the evolution of the national system.</p> <p>The elaboration process is designed in two phases. The first stage comprises the working group session that is meant to elaborate the skeleton of the organisational strategy (activity 1.2). The follow-up (activity 1.3) will aim at finalising the document, while taking in consideration the exposed points from the first phase.</p> <p>This activity suffered major delays in implementation and has been finally rescheduled for 2009. It can not be conducted before formal decision on HMI establishment is taken at the Ministry of Science, Education and Sports.</p>
Objective of the activity	Elaborate an organisational strategy for HMI
Methodology	Working Group including HMI director and heads of laboratories
Implementation period	February 2009
Expected result	Formulated organisational strategy
Deliverables	<ul style="list-style-type: none"> HMI strategic document


	Status	Cancelled
	Results	<p>This is a follow-up activity of 1.2 and therefore preconditioned by the former.</p> <p>The conduct of this activity also is conditioned by the existence of the HMI.</p> <p>The practical establishment of the HMI (including designation of an interim director and assignment of staff members) has not taken place in the lifespan of the project. As the amended Metrology Act requires its formal existence, the decision on the implementing steps lays with the responsible Ministry of Science, Education and Sports of the Republic of Croatia.</p>

Activity 1.4		Fine-tuning of the HZN strategy
Status up-date		The Activity is POSTPONED from the previous reporting period.
Background information		<p>Since the establishment in 2005, the Croatian Standards Institute (HZN) has elaborated an integrated strategy, including a clear vision and mission. In line with its major strategic objective of achieving CEN / CENELEC membership, the institution's management has expressed the willingness to share experiences with other Standards Institutes from EU member states on this, as well as other related topics.</p> <p>The full dedication and involvement from HZN management are preconditions to the successful conduct of the activity.</p> <p>Activities within the standardisation component started to be implemented during the 4th reporting period.</p> <p>However, the management responsibility for the implementation with HZN has been shifted frequently. The basis of the fine-tuning process has been compromised, while the authors of the initial HZN strategic document have been excluded from the process without proposing adequate replacements.</p> <p>It is extremely important to underline that the strategy development requires full commitment and involvement at all stages of the process from the management.</p> <p>Finally, the Director General affirmed at the latest meeting in October 2008 that the formulation of the HZN strategy has become a priority and that all staff-members will be committed to achieve this objective. First session is expected to take place in November 2008.</p>
Objective of the activity		Provide an insight on possible improvements of HZN's strategy
Methodology		Expert's visit to Croatia
Implementation period		By December 2008
Expected result		<p>Aligning the document's wording with HZN's long term vision.</p> <p>Making the document more relevant and up-dated in order to provide proper understanding within, as well as outside the organisation</p> <p>Provide HZN's management with methodological tools for strategy development process including cyclical revaluation of objectives</p>
Deliverables		<ul style="list-style-type: none"> Expert report, including provided comments on possible improvements of the Strategy

	Status	Cancelled
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	Results	<p>This activity is cancelled as the beneficiary's management has not manifested commitment to achieve its objectives.</p> <p>The difficulties in obtaining a constructive feed-back and full involvement of the beneficiary have been emphasised as a major source of concern in the interim reporting. They have not been eliminated.</p> <p>Persisting unavailability, lack of internal flow of information and reluctance to share essential data in the process have remained valid as major obstacles in this segment.</p>
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Activity 1.5	Support to establishment of the HZN business plan (human resources, financial planning)
Status up-date	The Activity is POSTPONED from the previous reporting period.
Background information	<p>One of the objectives of the Institute's management remains to increase the level of financial self-reliance. Currently 10% of HZN incomes are originated by commercial activities (membership fees, selling of standards etc.). Even though operating under central treasury system, that excludes the possibility of an independent management of the generated resources, the Institute remains dedicated to its business friendly positioning.</p> <p>Proper planning of the longer-run perspectives is essential for HZN's further progress along this path.</p> <p>Draft business plan to be prepared by HZN is the main precondition to the successful conduct of the activity.</p> <p>The activity is closely correlated to the strategy elaboration process (activity 1.4) and is designed to complement the former. It has been postponed for identical reasons.</p> <p>However, following the commitment from the Director General, it is expected that the implementation process will finally start and be completed in the final reporting period.</p>
Objective of the activity	Provide assistance while drafting a business plan for the Croatian Standards Institute
Methodology	Experts' visit to Croatia
Implementation period	By December 2008
Expected result	HZN presents a draft business plan, based on its annual budget and including realistic expectations on generated proper income.
Deliverables	<ul style="list-style-type: none"> Report containing suggestions on eventual improvements of HZN's business plan

	Status	Cancelled
	Results	<p>This activity is cancelled as the beneficiary has failed to provide any financial data, while this is an essential precondition to a successful completion of the process.</p> <p>The same risks as for the complementary activity 1.4 are also valid in this context.</p>


Activity 1.6	Support to establishment of the HZN business plan (follow-up)
Status up-date	The activity is scheduled for this reporting period.
Background information	<p>While activity 1.5 is concentrated on the methodological aspects, 1.6 will focus on the practical side of the business plan.</p> <p>Based on the first draft and suggested amendments (from the expert visit), HZN is expected to up-date the business plan. Further assistance, in the form of final comments to the document will be provided within this activity (1.6).</p>
Objective of the activity	Provide assistance while drafting a business plan for the Croatian Standards Institute
Methodology	Amendments to the draft document
Implementation period	By January 2009

Expected result	HZN has elaborated a business plan, based on its annual budget and including realistic expectations on generated proper income
Deliverables	<ul style="list-style-type: none"> HZN's business plan

	Status	Cancelled
	Results	<p>As a follow-up of activity 1.5, 1.6 is also cancelled as the beneficiary has failed to provide any financial data, while this is an essential precondition to a successful completion of the process.</p> <p>The same risks as for the complementary activity 1.4 are also valid in this context.</p>


2/ Revising the existing legislation

Activity 2.3	Review of standardization law and related laws, proposals for amendments
Status up-date	The activity is IN PROGRESS from the previous reporting period.
Background information	<p>The objective is to provide the Croatian Standards Institute (HZN) with an expert assessment on the legal framework in the light of the CEN/CENELEC membership criteria. In this context, the assistance provided under activity 5.1 and 5.2 is closely related.</p> <p>As the activities within the standardisation component started to be implemented during the 4th reporting period, the review of the legislative package has become a priority. Following the latest (re)assignment of a HZN contact person the programmed expert visit is expected to take place in November 2008. It will result in a report with recommendations.</p>
Objective of the activity	To assist Croatian authorities identifying needs on further alignment of the standardization related legislation
Methodology	EU expert visit
Implementation period	December 2008
Expected result	Recommendations for amendments where necessary
Deliverables	<ul style="list-style-type: none"> Report on the existing legal framework in which HZN operates, including recommendations for amendments (if and where necessary)

	Status	COMPLETED
	Results	<p>Two expert missions have taken place (in December 2008 and February 2009) resulting in a thorough analysis of the legislative framework relevant for the Croatian Standards Institute. The analysis is elaborated in the light of the CEN/CENELEC membership requirements. Activities 5.1 and 5.2 are closely related and covered by the same expert. The final result enables the beneficiary to identify (and where necessary address) the standardisation related issues that would be relevant in the process of accession.</p>
	Deliverables	<ul style="list-style-type: none"> Report (Ms Zdenka Buresova)


Activity 2.6	Further support to legislation approximation
Status	The activity is scheduled for this reporting period.
Background information	<p>1/ This activity is reserved for complementary assistance required from beneficiary institutions. The Ministry of Economy, Labour and Entrepreneurship (MELE) envisages revising the Law on technical requirements for products and on conformity assessment (LTRPCA). Comments on the existent text are currently expected from the European Commission DG Enterprise and Industry. As a consequence, MELE has requested assistance in a form of advice for amendments to the law.</p> <p>2/ In addition, the State Office for Metrology (DZM) has required assistance in a form of providing advice on the transposition of the Measuring Instruments</p>

	directive (MID). 3/ DZM has also requested expert's opinion on the national legislative framework for pre-packages.
Objective of the activity	To assist Croatian authorities amending the national legislation
Methodology	EU expert reporting
Implementation period	January 2009
Expected result	Recommendations for amendments
Deliverables	<ul style="list-style-type: none"> Report including recommendations for amendments (if and where necessary)


	Status	COMPLETED
	Results	<p>1/ The assistance on the LTRPCA has been considered as unnecessary by the MELE and cancelled in January 2007. The CARDS 2003 project envisaged also at the time providing assistance through suggesting amendments to the law. However, the revision has been reinitiated at the end of 2008 and assistance requested by the beneficiaries. An expert familiar with the situation has been engaged and worked together with the assigned officials at the Ministry. The final result has been materialised in a form of a report making recommendations based on the existent text of the law.</p> <p>2/ Expert report addressing the raised issues has been delivered, following the working sessions with responsible DZM officials.</p> <p>3/ Presentation have been delivered and expert advice provided to responsible DZM officials regarding the EU regulatory environment relevant to pre-packages.</p>
	Deliverables	<ul style="list-style-type: none"> Report (Mr Han Zuyderwijk) Report (Mr Han Zuyderwijk) Presentations (Mr Howard Burnett)

4/ Enhance cooperation between relevant stakeholders


Activity 4.1	Workshop on defining areas of cooperation with major partners
Status	The activity is POSTPONED from the previous reporting period. The conduct depends on the establishment of the Croatian Metrology Institute (HMI).
Background information	<p>Once the Croatian Metrology Institute (HMI) is practically established, enhancing interlinks with other Quality Infrastructure institutions in the country will be beneficial.</p> <p>Metrology services' end-users but also Ministries (MSES and MELE), as well as DZM, HAA, HZN are among HMI's privileged stakeholders.</p> <p>The establishment of the HMI (including designation of an interim director and assignment of staff members) has still not taken place at the end of the 4th reporting period. Following the adoption of the amended Metrology Act, the decision lays with the Ministry of Science, Education and Sports.</p>
Objective of the activity	Position the HMI as integral part of the national infrastructure for quality
Methodology	Workshop
Implementation period	By February 2009
Expected result	Familiarise metrology stakeholders and define areas of cooperation with HMI
Deliverables	<ul style="list-style-type: none"> Presentations

	Status	Cancelled
	Results	<p>The conduct of this activity is conditioned by the existence of the HMI.</p> <p>The practical establishment of the HMI (including designation of an interim director and assignment of staff members) has not taken place in the lifespan of the project. As the amended Metrology Act requires its formal existence, the decision on the implementing steps lays with the responsible Ministry of Science, Education and Sports of the Republic of Croatia.</p>

Activity 4.2	Support to newly established HMI in building up relation with stakeholders
Status	The activity is scheduled for this reporting period. The conduct depends on the establishment of the Croatian Metrology Institute (HMI).
Background information	Once the Croatian Metrology Institute (HMI) is practically established, enhancing interlinks with other Quality Infrastructure institutions in the country will be beneficial. The network of distributed national reference laboratories would need to be involved in the decision-making process in order to respond in the best possible manner to expectations from numerous stakeholders. Delays in the establishment of the HMI have postponed the conduct of this activity.
Objective of the activity	Position the HMI as integral part of the national infrastructure for quality
Methodology	Information sessions
Implementation period	By March 2009
Expected result	Communicate the defined national priorities to metrology stakeholders
Deliverables	<ul style="list-style-type: none"> • Presentations


	Status	Cancelled
	Results	The conduct of this activity is conditioned by the existence of the HMI. The practical establishment of the HMI (including designation of an interim director and assignment of staff members) has not taken place in the lifespan of the project. As the amended Metrology Act requires its formal existence, the decision on the implementing steps lays with the responsible Ministry of Science, Education and Sports of the Republic of Croatia.

Activity 4.3	Providing assistance in drafting MoUs
Status	The activity is scheduled for this reporting period. The conduct depends on the establishment of the Croatian Metrology Institute (HMI).
Background information	Once the Croatian Metrology Institute (HMI) is practically established, enhancing interlinks with other Quality Infrastructure institutions at the international stage will be beneficial. The emerging European Metrology Research Programme presents opportunities for further developments in the field. The Memorandums of understanding will aim to enable HMI's integration within the national and international infrastructure. Delays in the establishment of the HMI have postponed the conduct of this activity.
Objective of the activity	Position the HMI as integral part of the international infrastructure for quality
Methodology	Provide comments on draft MoUs
Implementation period	By February 2009
Expected result	Prepared MoUs
Deliverables	<ul style="list-style-type: none"> • Comments to MoUs

	Status	Cancelled
	Results	The conduct of this activity is conditioned by the existence of the HMI. The practical establishment of the HMI (including designation of an interim director and assignment of staff members) has not taken place in the lifespan of the project. As the amended Metrology Act requires its formal existence, the decision on the implementing steps lays with the responsible Ministry of Science, Education and Sports of the Republic of Croatia.


4.4 (additional)	Training in formulating metrology projects
Status	The Activity is POSTPONED from the previous reporting period. Staff members' unavailability has delayed the conduct of this activity.

Background information	<p>The emergence of the Croatian Metrology Institute (HMI) would affect the handling of metrology projects at the level of the State Office for Metrology (DZM). The management of the latter institution perceives the current transition period (in view of HMI establishment) as an opportunity to further strengthen the administrative capacity for managing current and future projects in scientific metrology.</p> <p>In order to ensure coherent continuation of existent and possibly emerging projects the latter institution can benefit from investing in human capital within the Project Implementation Unit (PIU). It is highly recommended that the head of the PIU is involved.</p> <p>The focus of the HMI being on the scientific metrology (and considering the interest for participation in international projects from the national standard-holder laboratories), it has been considered as beneficial to provide specific training for concerned staff.</p>
Objective of the activity	Familiarization with future opportunities for (HMI) participation in metrology projects
Methodology	DZM / HMI staff on training abroad
Implementation period	December 2008
Expected result	DZM/HMI staff in position to formulate successful project proposal(s) in metrology
Deliverables	<ul style="list-style-type: none"> Trained DZM/HMI staff (2)

	Status	Completed within other projects
	Results	Equivalent assistance has been provided through CODEF organised training in formulating project proposals.


5/ Support in preparing HZN for CEN and CENELEC membership

Activity 5.1	Analysis of Internal Rules and Procedures
Status	The Activity is POSTPONED from the previous reporting period. The relevant documents have been submitted and adequate staff members assigned.
Background information	<p>This activity is an integral part of the assistance that has been agreed in supporting the Croatian Standards Institute on the way towards fulfilling the CEN / CENELEC membership criteria.</p> <p>Activities 5.1 and 5.2 complement the activity 2.3 and are expected to be conducted in parallel starting from November 2008. The relevant legal framework is meant to be screened and possible amendments suggested. In the first stage, EU expert mission to HZN is envisaged within activity 5.1.</p>
Objective of the activity	To propose (if and where needed) interventions to the submitted documents
Methodology	EU expert visit
Implementation period	By December 2008
Expected result	Recommendations for amendments where necessary
Deliverables	<ul style="list-style-type: none"> Report on the existing legal framework in which HZN operates, including recommendations for amendments (if and where necessary)


	Status	Completed
	Results	<p>This activity is closely interconnected with the activity 2.3 and was conducted in parallel starting from November 2008.</p> <p>It has resulted in an expert report with recommendations, reflecting the HZN legislative framework in the light of the CEN/CENELEC membership requirements.</p>
	Deliverables	<ul style="list-style-type: none"> Report (Ms Zdenka Buresova)

Activity 5.2	Analysis of Internal Rules and Procedures (follow-up)
Status	The activity is scheduled for this reporting period.
Background information	This activity is an integral part of the assistance that has been agreed in supporting

	the Croatian Standards Institute on the way towards fulfilling the CEN / CENELEC membership criteria. Activities 5.1 and 5.2 complement the activity 2.3 and are expected to be conducted in parallel starting from November 2008. Following the reporting, HZN is expected to adopt/reject the proposals. On the basis of the proposals, feedback will be provided in form of comments to suggested modifications in the text.
Objective of the activity	Provide additional support in the process of revision of the Internal rules and procedures
Methodology	EU expert reporting
Implementation period	By December 2008
Expected result	Additional comments after revision
Deliverables	<ul style="list-style-type: none"> Comments to proposed modifications


	Status	Completed
	Results	This activity is closely interconnected with the activity 2.3 and was conducted in parallel starting in February 2009. It will result in a report with recommendations.
	Deliverables	<ul style="list-style-type: none"> Proposed modifications – integrated to the Report (Ms Zdenka Buresova)

Activity 5.3	Support to HZN committee work (voting, notifications to CEN/CENELEC...)
Status	The activity is IN PROGRESS from the previous reporting period.
Background information	This activity is an integral part of the assistance that has been agreed in supporting the Croatian Standards Institute on the way towards achieving the fulfilment of the CEN / CENELEC membership criteria. HZN's management considers that presentations from and interactions with corresponding CEN/CENELEC staff would be the best way of getting familiar with specific requirements and procedures.
Objective of the activity	Assess the practice of managing TCs
Methodology	Visit to the CMC (including requested presentations) for HZN experts
Implementation period	By December 2008
Expected result	Croatian experts familiarized with CEN management practice - relevant for NSB of an EU candidate country
Deliverables	<ul style="list-style-type: none"> Trained Croatian Experts


	Status	COMPLETED
	Results	The specific working sessions delivered at CEN (May 2008) and CENELEC (December 2009) allowed the HZN experts to be familiarized with the relevant committee work, procedures and practices.
	Deliverables	<ul style="list-style-type: none"> Trained Croatian Experts (two at CEN and four at CENELEC)

Activity 5.4	Visit at NSB – exchange of experiences on TC work
Status	The activity is IN PROGRESS from the previous reporting period.
Background information	This activity is an integral part of the assistance that has been agreed to be provided in supporting the Croatian Standards Institute on the way towards fulfilling the CEN / CENELEC membership criteria. HZN's management has listed working visits to EU member states' NSBs. These are considered to be beneficial in acquiring specific knowledge and exchange of experience at expert's levels. Working visits to the European standardisation organisations and National Standards Bodies in the EU member states have been organised for HZN experts. Five of the targeted institutions (CEN, BSI, ON, CNI, SIST) have already hosted HZN teams. Two more missions from the initial plan need to be conducted to


	ASRO and CENELEC, respectively in November and December 2008.
Objective of the activity	Present the management practice in EU member state NSB
Methodology	HZN experts on training abroad
Implementation period	By December 2008
Expected result	Croatian experts familiarized with EU member state's NSB management practice of TCs functioning
Deliverables	<ul style="list-style-type: none"> Trained Croatian Experts

	Status	Completed
	Results	<p>The activity is part of the package designed to allow HZN specialists to acquire specific knowledge on typical National Standards Bodies' tasks in EU member states.</p> <p>A series of working visits have been programmed for this purpose at: BSI, ON, CNI, SIST, ASRO.</p>
	Deliverables	<ul style="list-style-type: none"> Trained Croatian Experts (seventeen HZN experts' working sessions at five NSBs)


5.5	Support to drafting of standards
Status	The activity is scheduled for this reporting period.
Background information	<p>This activity is an integral part of the assistance that has been agreed to be provided in supporting the Croatian Standards Institute on the way to fulfil the CEN / CENELEC membership criteria.</p> <p>Complementing the working visits to NSBs in the EU member states, one specific session will be organised at the specialist level.</p>
Objective of the activity	Exchange of experience on drafting standards with fellow NSB from EU MS
Methodology	EU expert on mission to
Implementation period	By December 2008
Expected result	HZN experts familiar with EU MS's NSB practices in drafting standards
Deliverables	<ul style="list-style-type: none"> EU expert report

	Status	Completed
	Results	<p>The activity is part of the package designed to allow HZN specialists to acquire specific knowledge on typical National Standards Bodies' tasks in EU member states.</p> <p>A series of working visits have been programmed for this purpose at: BSI, ON, CNI, SIST, ASRO.</p>
	Deliverables	<ul style="list-style-type: none"> Trained Croatian Experts (seventeen HZN experts' working sessions at five NSBs)


5.6	Visit at a NSB – exchange of experiences on drafting of standards
Status	The activity is IN PROGRESS from the previous reporting period.
Background information	<p>The activity is part of the activities designed to allow HZN specialists to acquire specific knowledge on typical National Standards Bodies' tasks in an EU member state. A series of working visits have been programmed for this purpose.</p> <p>Five of the targeted institutions (CEN, BSI, ON, CNI, SIST) have already hosted HZN teams. Two more missions from the original plan need to be conducted to ASRO and CENELEC, respectively in October and December 2008.</p>
Objective of the activity	Exchange of experience on drafting standards with fellow NSB from EU MS
Methodology	HZN experts on training session to a Member State's NSB
Implementation period	By December 2008
Expected result	HZN experts familiar with EU MS's NSB practices in drafting standards
Deliverables	<ul style="list-style-type: none"> Trained Croatian Experts (4)

	Status	Completed
	Results	The activity is part of the package designed to allow HZN specialists to acquire specific knowledge on typical National Standards Bodies' tasks in EU member states. A series of working visits have been programmed for this purpose at: BSI, ON, CNI, SIST, ASRO.
	Deliverables	<ul style="list-style-type: none"> Trained Croatian Experts (seventeen HZN experts' working sessions at five NSBs)


Activity 5.7	Support to preparation of the CEN/CENELEC application	
Status	The activity is scheduled for this reporting period.	
Background information	This activity is an integral part of the assistance that has been agreed in supporting the Croatian Standards Institute towards fulfilment of the CEN / CENELEC membership criteria. HZN's ambition is to prepare the application for the beginning of 2009. It assumes that all membership requirements would be fulfilled within this reporting period. The assistance in this context should support the Croatian Standards Body in the drafting process of the application.	
Objective of the activity	Prepare an application for membership in the European organisations	
Methodology	Provide comments to a draft application	
Implementation period	March 2009	
Expected result	Application ready for submission	
Deliverables	<ul style="list-style-type: none"> Comments to draft application 	

	Status	Completed
	Results	Expert mission to HZN (April 2009) has resulted evaluating the current stage in the process and providing recommendations for the completion of the application for CEN/CENELEC membership.
	Deliverables	<ul style="list-style-type: none"> Expert report with comments to the application process (Ms Marie-Christine Radonde)

Activity 5.8	Preparation for the CEN/CENELEC audit – exercising audit situations	
Status	The activity is scheduled for this reporting period.	
Background information	This activity is an integral part of the assistance that has been agreed in supporting the Croatian Standards Institute on the way towards achieving the fulfilment of the CEN / CENELEC membership criteria. Before the CEN/CENELEC audit takes place, it would be useful for the applicant institution's staff to improve preparedness. This can be achieved through exercising in simulated audit environment. The activity aims at assisting HZN in the realisation of such simulated audit. EU expert will fulfil the task of an auditor.	
Objective of the activity	Improve readiness of HZN staff for CEN/CENELEC audit	
Methodology	EU expert to HZN	
Implementation period	By March 2009	
Expected result	Relevant HZN staff members trained	
Deliverables	<ul style="list-style-type: none"> Expert report 	

	Status	Completed
	Results	Audit process has been exercised at the HZN in April 2009. It has allowed staff members to be prepared for the coming CEN/CENELEC audit that will be conducted as a follow-up of the submission of the official membership application.
	Deliverables	<ul style="list-style-type: none"> Conducted audit exercise and expert report (Ms Marie-Christine Radonde)


Activity 5.9	Support to full integration into the CEN/CENELEC system
Status	The activity is scheduled for this reporting period.
Background information	<p>This activity is an integral part of the assistance that has been agreed in supporting the Croatian Standards Institute on the way towards achieving the fulfilment of the CEN / CENELEC membership criteria.</p> <p>The cumulated delays in implementing the previous activities in the standardisation component make the timing questionable. EU experts have expressed their views that the HZN's timetable for full integration into the system is extremely ambitious. The effectiveness and sustainability of the assistance will depend on the HZN's capacities to compensate the cumulated delays in completing project activities.</p>
Objective of the activity	Assist the final stage of HZN's membership in the European organisations
Methodology	EU expert mission
Implementation period	By April 2009
Expected result	HZN fulfils all requirements
Deliverables	<ul style="list-style-type: none"> Expert report

	Status	Cancelled
	Results	As underlined risks have been confirmed, the HZN has not achieved a full CEN/CENELEC membership status by the end of this project. This being a clear precondition, the conduct of the activity is impossible.


2.2.2 HUMAN RESOURCES DEVELOPMENT (HR)

6/ Training for standardisation experts

Activity 6.1	Increasing financing of standardization – support to sale, especially e-sale and marketing
Status	The activity is IN PROGRESS from the previous reporting period.
Background information	<p>In line with the objective to assist HZN in fulfilling the CEN/CENELEC membership criteria a number of Croatian experts would have the opportunity to improve their skills in specific tasks conducted at the level of a National Standards Body (NSB). This approach includes exchanging experiences with fellow colleagues from MS's standardisation bodies.</p> <p>As a key assumption for this activity to be successful - HZN should be in a position to make the procured e-sales system operational.</p> <p>HZN experts have attended a series of working sessions to EU member states NSBs (BSI, ON, CNI, SIST) within the previous reporting period. Presentations on equivalent systems were presented to HZN experts. One more missions, covering the same topic, will be conducted to ASRO in October 2008. As a result, HZN experts will acquire specific know-how from fellow institutions and be able to make the e-sales system effective.</p>
Objective of the activity	Increase the sale of standards through e-sale and marketing efforts
Methodology	HZN experts on training session to a Member State's NSB
Implementation period	By October 2008
Expected result	HZN able to launch E-sales operations
Deliverables	<ul style="list-style-type: none"> Trained Croatian Experts (2) Operating E-sales system


	Status	Cancelled
	Results	<p>HZN experts have been familiarised with EU member states NSBs' equivalent systems.</p> <p>Besides that all technical preconditions are met, HZN has not decided to make the e-sales system operational for external use.</p> <p>The decision remains with the beneficiary's management.</p>

Activity 6.2	Increasing financing of standardization – support to sale, especially e-sale and marketing (follow-up)
Status	The activity is scheduled for this reporting period.
Background information	<p>This activity is designed to complement activity 6.1. According to the original plan, activity 6.2 was meant to be conducted one year after the e-sales system is operational. It would have then tackled the identified problems in implementation. Today, this is not possible any more, due to extensive delays in implementation of 6.1 (as with the entire standardisation component).</p> <p>Following the working visits to fellow NSB, HZN experts have raised concerns that the sales volume of standards in Croatia hardly justifies the existence of an e-sales system today. If this is accepted to be a valid argument by the beneficiary, the conduct of the activity 6.2 will be unnecessary.</p> <p>Findings from these activities need to be considered in the strategy drafting process under activity 1.4.</p>
Objective of the activity	Increase the sale of standards through e-sale and marketing efforts
Methodology	EU expert mission
Implementation period	By March 2009
Expected result	HZN able to launch E-sales operations
Deliverables	<ul style="list-style-type: none"> Functional E-sales system Reporting on financing of standardisation


	Status	Cancelled
	Results	<p>Besides that all technical preconditions are met, HZN has not decided to make the e-sales system operational for external use.</p>

		Beneficiary's management has failed to make HZN official financial data available for any analysis to be conducted.
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Activity 6.3	Standardization database management and IT security
Status	The activity is IN PROGRESS from the previous reporting period.
Background information	<p>The activity is part of the package designed to allow HZN specialists to acquire specific knowledge on typical National Standards Bodies' tasks in EU member states.</p> <p>A series of working visits have been programmed for this purpose.</p> <p>Five of the targeted institutions (CEN, BSI, ON, CNI, SIST) have already hosted HZN teams. Two more missions from the original plan need to be conducted to ASRO and CENELEC, respectively in October and December 2008.</p>
Objective of the activity	Familiarise Croatian experts with MS NSB's management of databases
Methodology	HZN experts on training session to a Member State's NSB
Implementation period	By December 2008
Expected result	HZN experts familiar with EU MS's NSB practices in managing databases
Deliverables	<ul style="list-style-type: none"> Trained Croatian Experts (2)

	Status	Completed
	Results	<p>The activity is part of the package designed to allow HZN specialists to acquire specific knowledge on typical National Standards Bodies' tasks in EU member states.</p> <p>A series of working visits have been programmed for this purpose at: BSI, ON, CNI, SIST, ASRO.</p>
	Deliverables	<ul style="list-style-type: none"> Trained Croatian Experts (seventeen HZN experts' working sessions at five NSBs)


Activity 6.4	Archiving of the documents – paper and electronic
Status	The activity is IN PROGRESS from the previous reporting period.
Background information	<p>In line with the objective to assist HZN in fulfilling the CEN/CENELEC membership criteria a number of Croatian experts would have the opportunity to improve their skills in specific tasks conducted at the level of NSB. This approach includes exchanging experiences with fellow colleagues from MS's standardisation bodies.</p> <p>A series of working visits have been programmed for this purpose.</p> <p>Five of the targeted institutions (CEN, BSI, ON, CNI, SIST) have already hosted HZN teams. Two more missions from the original plan need to be conducted to ASRO and CENELEC, respectively in October and December 2008.</p>
Objective of the activity	Familiarise Croatian experts with MS NSB's archiving system
Methodology	HZN experts on training session to a Member State's NSB
Implementation period	By December 2008
Expected result	HZN experts able to implement an adequate archiving system
Deliverables	<ul style="list-style-type: none"> Trained Croatian Experts (1)

	Status	Completed
	Results	<p>The activity is part of the package designed to allow HZN specialists to acquire specific knowledge on typical National Standards Bodies' tasks in EU member states.</p> <p>A series of working visits have been programmed for this purpose at: BSI, ON, CNI, SIST, ASRO.</p>
	Deliverables	<ul style="list-style-type: none"> Trained Croatian Experts (seventeen HZN experts' working sessions at five NSBs)

Activity 6.5	Support to the establishment of the terminology database
Status	The activity is scheduled for this reporting period.
Background information	In line with the objective to assist HZN in fulfilling the CEN/CENELEC membership criteria a number of Croatian experts would have the opportunity to improve their skills in specific tasks conducted at the level of NSB. This approach includes exchanging experiences with fellow colleagues from MS's standardisation bodies.
Objective of the activity	Familiarise Croatian experts with MS NSB's terminology databases
Methodology	EU expert mission
Implementation period	By December 2008
Expected result	HZN experts able to establish the database
Deliverables	<ul style="list-style-type: none"> Trained Croatian Experts (1)


	Status	Cancelled
	Results	Imposed budgetary restrictions on HZN have made the pursuit of the translation of standards impossible, while this is a precondition to providing assistance on building the terminology database.

Activity 6.6	Support to drafting the ToR for further support in terminology database
Status	The activity is scheduled for this reporting period.
Background information	This activity is complementing the activity 6.5. It is designed to assist HZN in ensuring a long term support for the maintenance and up-grade of a terminology database. The establishment of the latter is a precondition to the conduct activity 6.6. Considering cumulated delays in implementation within the standardisation component, this activity is under risk. Only a highly dedicated HZN staff that will make considerable progress in a limited time can make the conduct of this activity feasible within the lifespan of the project.
Objective of the activity	Provide comments to draft ToR
Methodology	EU expert mission
Implementation period	By March 2009
Expected result	Drafted ToR
Deliverables	<ul style="list-style-type: none"> Expert report

	Status	Cancelled
	Results	Follow-up activity of 6.5. Imposed budgetary restrictions on the HZN have made the pursuit of the translation of standards impossible, while this is a precondition to providing assistance on building the terminology database.

Activity 6.7	Train-the-trainers
Status	The activity is scheduled for this reporting period.
Background information	In line with the objective to assist HZN in fulfilling the CEN/CENELEC membership criteria a number of Croatian experts would have the opportunity to improve their skills in specific tasks conducted at the level of NSB. This approach includes exchanging experiences with fellow colleagues from MS's standardisation bodies. Depending on identified needs by the HZN' management, additional sessions for transfer of specific knowledge will be organised. The organisation of this activity can only be envisaged after the organisational strategy is updated.
Objective of the activity	Facilitate the distribution of acquired knowledge across the institution
Methodology	EU expert mission
Implementation period	February 2009
Expected result	HZN experts able to train staff members

Deliverables	<ul style="list-style-type: none"> Trained Croatian trainers
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	Status	Cancelled
	Results	<p>The process of updating the organisational strategy has been disrupted (see activities 1.4 and 1.5). This was a precondition to determining the fields where further training of staff members would be needed.</p> <p>In the framework of the conducted working session at five EU member states' NSBs, tailored trainings for HZN staff have been provided. Specific areas of particular HZN interest have been covered. They all reflected defined priorities in the light of CEN/CENELEC membership requirements.</p>


7/ Training in Metrology in Chemistry

Activity 7.3	Evaluation of laboratories progress to be designated as national laboratories in the field of metrology in chemistry and apply for accreditation
Status	The activity is IN PROGRESS from the previous reporting period.
Background information	<p>Once the selection process of future national reference laboratories in MiC is concluded, assistance at the initial stage of integrating the national system has been originally programmed. The extended selection process has delayed the progress in this activity. Therefore, the completion has been prolonged into the final reporting period.</p> <p>Finally, two national laboratories were designated in the Metrology in Chemistry field: at the Croatian Institute for Enology and Viticulture and at the Rudjer Boskovic Institute.</p>
Objective of the activity	Establish a viable system for traceability dissemination for selected chemical measurements
Methodology	EU expert mission to selected laboratories
Implementation period	By March 2009
Expected result	Defined scope for accreditation
Deliverables	<ul style="list-style-type: none"> Report including a plan of activities to be undertaken by the laboratory(ies)


	Status	Completed
	Results	<p>Following the selection process of two national laboratories in the Metrology in Chemistry field, further training at expert level has been foreseen. As the laboratory at the Croatian Institute for Enology and Viticulture has achieved the objective of being accredited, further assistance included a training of a Croatian practitioner in isotopic methods (IRMS) on wine authentication (12C/13C and 18O/16O) at the European Office for Wine, Alcohol & Spirit Drinks (BEVABS), Joint Research Centre – Institute for Health and Consumer Protection during the first week of May 2009. This should definitely improve even further the impact of the EU funded procurement of relevant laboratory equipment and in this context would benefit the newly selected reference laboratory acting in this field as part of the national metrology system.</p>
	Deliverables	<ul style="list-style-type: none"> Trained Croatian expert at the EC JRC premises in Ispra (Italy)

Activity 7.4	Environmental protections (water, emissions) - mandatory area based on national regulations and/or EU directives: witnessing of the assessments, performed in EU Member State
Status	The activity is IN PROGRESS from the previous reporting period.
Background information	<p>A number of applicant laboratories are expected by the Croatian Accreditation Agency in the middle-term to be acting in the environmental and alimentary fields. The agency has used in the past the concept of "pilot-applicants" while performing accreditation exercise in pioneering fields. In the scope of this project it is expected to adopt a similar approach, while providing on-site "training" for future technical</p>

	assessors and representatives of "pilot-laboratories". Laboratory assessments in EU member states suitable for the witnessing by Croatian assessors have been identified. SA proposed two laboratories applying for accreditation in fields of HAA interest. Timing has to be additionally agreed with laboratories.
Objective of the activity	Provide future technical assessors with practical insight on the assessments performed in chosen priority fields
Methodology	Croatian experts (likely to become technical assessors in the environmental field) assisting an assessment performed in an EU member state
Implementation period	By January 2009
Expected result	HAA staff / contractors familiarised with methods used and technicalities linked to performed assessment in the chosen field
Deliverables	<ul style="list-style-type: none"> Trained Croatian experts (2)


	Status	Completed
	Results	Two selected assessors from the Croatian Accreditation Agency have been witnessing assessments with the purpose of being trained in the fields of particular HAA interest. The assessments were provided by the Slovenian Accreditation and took place at ERICo Velenje (Mr. Ivan Bešlić) on the 26th of January 2009 and at Talum Kidričevo (Ms. Mirjana Čačković) on the 27th of January 2009.
	Deliverables	<ul style="list-style-type: none"> Trained Croatian experts (2)

Activity 7.5	Noise and acoustics: witnessing of assessment in EU Member State
Status	The activity is IN PROGRESS from the previous reporting period.
Background information	<p>A number of applicant inspection bodies are expected by the Croatian Accreditation Agency in the middle-term acting in the environmental and alimentary fields. HAA has used in the past the concept of "pilot-applicants" while performing accreditation exercise in pioneering fields. Language barriers have been identified as an obstacle for a previous occasion.</p> <p>The original filed of interest for HAA for this activity has been: Food (organic farming). It was driven by the anticipated inflow of applications from certification bodies in this area. However, the expected interest has been obviously overestimated.</p> <p>Driven by emerging applications from laboratories in the noise and acoustics field, HAA priorities have been refocused.</p>
Objective of the activity	Provide future technical assessors with practical insight on the assessments performed in chosen priority fields
Methodology	Croatian experts (likely to become technical assessors in the environmental field) assisting an assessment performed in an EU member state
Implementation period	By February 2009
Expected result	HAA staff / contractors familiarised with methods used and technicalities linked to performed assessment in the chosen field
Deliverables	<ul style="list-style-type: none"> Trained Croatian experts (2)


	Status	Completed
	Results	The Croatian Accreditation Agency has delegated an expert competent in the field to be trained. He has witnessed the assessment that was secured by the Slovenian Accreditation and took place at SINET, Hrastnik (Mr. Božidar Radanović) on the 20th of April 2009.
	Deliverables	<ul style="list-style-type: none"> Trained Croatian expert (1)

Activity 7.8	Food (safety, quality) - mandatory area based on national regulations and/or EU directives: witnessing of assessment, performed by EU assessors
Status	The Activity is POSTPONED from the previous reporting period.


Background information	A number of applicant laboratories are expected by the Croatian Accreditation Agency in the middle-term to be acting in the environmental field. Therefore, the target field has switched from food quality and safety to environmental protection. The agency has used in the past the concept of "pilot-applicants". Driven by the needs, the assessment has been programmed to take place at "Petrokemija – Kutina" laboratory. However, the accreditation process there has been delayed and depending on HAA decision, an alternative laboratory might be subject to this activity.
Objective of the activity	Assessing applicant laboratory in chosen priority fields
Methodology	EU experts performing assessment in applicant pilot-laboratory
Implementation period	December 2008
Expected result	HAA staff / contractors familiarised with methods used and technicalities linked to performed assessment in the chosen field
Deliverables	<ul style="list-style-type: none"> Conducted assessment

	Status	Completed
	Results	Two assessors from EU member states (Ms. Ewa Bulska and Ms. Nineta Majcen) have been requested by the Croatian Accreditation Agency to conduct the assessment at the laboratory of Petrokemija – Kutina in March 2009.
	Deliverables	<ul style="list-style-type: none"> Conducted assessment in view of accreditation of an environmental laboratory in Croatia


Activities 7.12 and 7.14	Post-proficiency testing workshop (Food)
Status	The activity is IN PROGRESS from the previous reporting period.
Background information	Representatives from two ILC organisers (Agricultural Faculty at the University of Zagreb and the Croatian Institute of Viticulture and Enology, performing respectively measurements on milk and wine samples) have attended a series of working meetings with EC JRC-IRMM experts. Statistical analysis of results and practicalities in handling of samples were part of the discussed subjects. The obtained results from both exercises, supported within the current CARDS programme 2004 project, have been presented at the National conference organised by the Croatian Metrology Society in September 2008. In addition, the beneficiaries concluded that the participation of IRMM experts to a round-table - gathering the ILC participants in Croatia – could benefit both the organisers and participating laboratories. The beneficiaries need to communicate the envisaged dates for these events.
Objective of the activity	1/ Provide experts' advises to national ILC organisers 2/ Assist on statistical analysis of the results 3/ Draw conclusions
Methodology	1/ Experts mission to Croatia 2/ Croatian Experts visit of EC JRC – IRMM 3/ Organised post-proficiency testing workshop
Implementation period	By December 2008
Expected result	ILC results presented
Deliverables	<ul style="list-style-type: none"> Report on conducted ILC

	Status	Completed
	Results	A Workshop on Uncertainty of Measurement in Practical Application to Wine and Milk Fields has been conducted in Zagreb on 20th March 2009. Croatian experts from the two ILC organisers have reported the results of the ILC in wine quality control and of the ILC in milk quality control. Participants have been familiarised with the theory of ILCs.
	Deliverables	<ul style="list-style-type: none"> Provided presentations (Mr Fernando Cordeiro Raposo-JRC-IRMM) and report (Ms Renata Bukovčan and Mr Šimun Zamberlin) List of participants

Activity 7.13	Post-proficiency testing workshop (participation to International Proficiency Testing Conference)
Status	The activity is scheduled for this reporting period.
Background information	<p>The development a national system for traceability dissemination (in MiC) comprises the organisation of inter-laboratory comparisons (ILC) for strategically important matrices and compounds (e.g. components in milk, coastal water or wine etc). It has been identified that providing technical advise to emerging national ILC organisers would be beneficial (e.g. handling stability and homogeneity of samples etc).</p> <p>For this purpose, experts would visit and provide advice to Croatian ILC organising laboratories. Once the measurements are conducted by participating laboratories, assistance will be provided in managing statistical analysis and organising post-proficiency testing workshop.</p> <p>The rationale for this action would be to transfer knowledge to Croatian experts that would be able to repeat the exercise independent of external assistance in the future. The result would critically depend on the capability of organising laboratory to manage an ILC.</p>
Objective of the activity	1/ Provide experts' advises to national ILC organisers 2/ Assist on statistical analysis of the results 3/ Draw conclusions
Methodology	1/ Experts mission to Croatia 2/ Croatian Experts visit of EC JRC – IRMM 3/ Organised post-proficiency testing workshop
Implementation period	By January 2009
Expected result	ILC results presented
Deliverables	<ul style="list-style-type: none"> Trained Croatian experts


	Status	Completed
	Results	In line with the priority fields in the national accreditation and metrology strategies, three Croatian experts (Ms. Veronika Kubanović, Ms. Senka Terzić and Mr. Marijan Ahel) from the selected national MiC laboratories have been trained. This was organised on the basis of a Eurochem delivered programme on Proficiency Testing in Analytical Chemistry, Microbiology and Laboratory Medicine. The working sessions took place in the scope of the Eurachem conference from 5th to 7th of October 2008 in Rome.
	Deliverables	<ul style="list-style-type: none"> Trained Croatian experts (3)

Activity 7.15	Specialised training for practitioners (legal control of precious metal items)
Status	The activity is scheduled for this reporting period.
Background information	<p>The original aim was to provide an insight to Croatian assessors on the practical aspects of the accreditation process. It has also aimed at having complementary modules that cover aspects where some space for improvement has been identified by the beneficiaries.</p> <p>Following the analysis and based on current national needs for implementing legislation, it has been identified that further training for staff involved in legally required control of precious metal items would be beneficial. The evaluation has been further sustained by the procurement of EU funded relevant equipment in this filed.</p>
Objective of the activity	Train assessors on accreditation specific topics
Methodology	EU experts' mission
Implementation period	By February 2009
Expected result	Acquired practical knowledge about legal control process on precious metal items
Deliverables	<ul style="list-style-type: none"> Trained Croatian experts

	Status	Completed
	Results	Specialised training for State Office's for Metrology staff members (Ms. Stela Pili and Ms. Snježana Baljko) in the field of legally required metrological control of


		precious metal items for its Zagreb and Split laboratories has been delivered at Celje (MIRS). This has complemented the assistance through EU procured equipment and enhanced the cross-border cooperation at experts' level.
	Deliverables	<ul style="list-style-type: none"> Trained Croatian experts (2)

Activity 7.18 (additional)	Training in editorial work for Croatian TrainMiC programme	
Status	This is a new activity.	
Background information	The training programme has been elaborated with a view of assisting the national ambassador in the editorial work for the TrainMiC programme	
Objective of the activity	Train Croatian ambassador of TrainMiC	
Methodology	Croatian expert mission to EU Member State	
Implementation period	By April 2009	
Expected result	Acquired practical knowledge	
Deliverables	<ul style="list-style-type: none"> Trained Croatian experts 	

	Status	Completed
	Results	Specialised training for the national ambassador of TrainMiC Snjezana Marincic in March 2009 in Slovenia
	Deliverables	<ul style="list-style-type: none"> Trained Croatian expert (1)


8/ Development of procedures and working instructions

Activity 8.1	Peer-assessment of the HAA Management system according to ISO 17011	
Status	The activity is scheduled for this reporting period.	
Background information	In the course of the inception phase, HAA has identified as a need the assessment according to ISO 17011. The previous assessment was conducted in 2007 under the CARDS programme 2003 project.	
Objective of the activity	Conduct an assessment of the HAA management system according to ISO 17011	
Methodology	EU expert mission to Croatia (HAA)	
Implementation period	By March 2009	
Expected result	Conducted assessment	
Deliverables	<ul style="list-style-type: none"> Assessment Report with recommendations 	

	Status	Completed within other projects
	Results	The conduct of the peer-assessment of the HAA management system according to ISO 17011, activity has been cancelled at the beneficiary's request as such an activity has been conducted by the European cooperation for Accreditation (EA).


Activity 8.2	Expert training in radioactivity measurements on environmental samples	
Status	The activity is IN PROGRESS from the previous reporting period.	
Background information	Following the completion of the selection process, national reference laboratory(ies) would be assisted in setting-up a system for disseminating traceability for strategically important chemical measurements. Basic assumption is that selected laboratories will comply with the requirements from the selection process. The extended selection process has delayed the progress in this activity. Therefore, the completion has been prolonged into the next reporting period. Based on the achieved progress in the field during the last reporting period and beneficiaries' current priorities, the envisaged support to elaboration and implementation of necessary procedures and working instructions has been tuned in order to meet the current needs and assist its integration in the national metrology network.	

	The further development of own capabilities in radioactivity measurements on environmental samples (at the Rudjer Boskovic Institute as part of the national metrology network) is perceived as an important element in the national metrology development by the DZM. Therefore, focused training curricula has been elaborated and tailored on beneficiary's request for two scientists of the Rudjer Boskovic Institute.
Objective of the activity	Assist the elaboration of a quality system
Methodology	Expert mission to selected laboratory(ies)
Implementation period	January 2009
Expected result	Laboratory staff able to operate under quality system
Deliverables	<ul style="list-style-type: none"> List of recommendations Trained Croatian experts

	Status	Cancelled
	Results	However, the agreed assistance has lately been cancelled from the beneficiary laboratory linked to unavailability of staff. As communicated by the laboratory's head: given the large amount of analysis in process, the absence of the two scientists for training in this period would represent a huge handicap and on-going work will suffer. The next availability would be for the end of 2009, which clearly goes beyond the project's lifespan.

9/ Training related to Conformity assessment topics


Activity 9.2	Sector oriented workshops on conformity assessment
Status	The activity is scheduled for this reporting period.
Background information	<p>Croatian conformity assessment system is in a process of establishment. Some conformity assessment bodies are already operational, others have a potential to become designated. Croatia is considering starting negotiations with the European Commission on a mutual recognition agreement (PECA/ACAA) for priority industrial sectors. Governmental officials, conformity assessment bodies and industrial operators need some training complementarily to the one provided by CARDS 2003 and other previous projects.</p> <p>Following the successful first workshop in June 2008, it appeared necessary to focus the following lectures on more technical level. Consequently, the Internal Market coordination unit within the MELE is expected to define the fields that will be subject of the complementary workshops in the follow-up. Five sectors have been short-listed.</p> <p>The choice of topics has been finally made by the beneficiary institutions according to their institutional needs rather than PECA/ACAA priority fields.</p>
Objective of the activity	Provide relevant information to Croatian CABs and industry on sector specific CA prospects
Methodology	Workshop
Implementation period	February 2009
Expected result	Designated and potential conformity assessment bodies familiarised with the accreditation/designation procedure and conformity assessment modules
Deliverables	<ul style="list-style-type: none"> Training materials List of participants

	Status	Completed
	Results	<p>Three specific sectors for the separate national workshops were defined by the beneficiaries, based on current priorities:</p> <ul style="list-style-type: none"> Air quality and emissions measurements (Mr Jurij Čretnik) ISO/IEC Guide 99:2007 - International Vocabulary of Metrology terms (Ms Marina Patriarca) Pre-packages (Mr Howard Burnett)
	Deliverables	<ul style="list-style-type: none"> Organised three sector oriented workshops (presentations, lists of participants)


2.2.3 AWARENESS CAMPAIGN (AC)

10/ Organisation of public awareness activities


Activity 10.1	Providing project presentation
Status	The activity is scheduled for this reporting period.
Background information	Raising public awareness on the National quality infrastructure topics is one of the three pillars within the projects planning. The inception report has revealed some of the weaknesses in terms of deficient support for national actors in the quality infrastructure field. Familiarizing major decision-makers at the relevant ministries with the importance of supporting the development of an appropriate quality infrastructure. The third presentation is scheduled to take place at the CROLAB's annual conference in Osijek.
Objective of the activity	Raising the awareness about on-going progress in quality infrastructure field on national level
Methodology	Participation to a workshop / conference at national level
Implementation period	October 2008
Expected result	Familiarizing decision-makers and relevant stakeholders with beneficiary institutions' activities and contribution
Deliverables	<ul style="list-style-type: none"> Presentation delivered

	Status	Completed
	Results	Delivered project presentations at National events: CROLAB annual conference (Cavtat, 2007) HMD biannual conference on laboratory practices (Opatija, 2008) CROLAB annual conference (Osijek, 2008)
	Deliverables	<ul style="list-style-type: none"> Delivered presentations

Activity 10.3	Workshop with Croatian authorities on standardisation and its interlinks with European technical legislation and conformity assessment system
Status	The activity is scheduled for this reporting period.
Background information	Raising public awareness on the National quality infrastructure topics is one of the three pillars within the projects planning. The inception report has revealed some of the weaknesses in terms of deficient support for national actors in the quality infrastructure field. Familiarizing major decision-makers at the relevant ministries with the importance of supporting the development of an appropriate quality infrastructure.
Objective of the activity	Raise the awareness of the relevant national decision-makers about the particular role of an NSB
Methodology	Participation to a workshop / conference at national level
Implementation period	By March 2009
Expected result	Familiarizing decision-makers and relevant stakeholders with HZN's specific role
Deliverables	<ul style="list-style-type: none"> Presentation delivered


	Status	Completed
	Results	Representatives from a large panel of Croatian ministries have been familiarised with the standardisation topic and the importance of fulfilling the CEN/CENELEC membership requirements in the light of the EU accession process. Ms. Elisabeth Stampfl-Blaha (Vice-director of the Austrian Standards Institute) and Mr. Pascal Poupet (Director – Standards at the European Committee for Standardization) have provided presentations and answered to all raised questions in the framework of the workshop.
	Deliverables	<ul style="list-style-type: none"> Organised workshop (delivered presentations)

Activity 10.4	National conference on quality infrastructure, technical regulations and conformity assessment – final project event
Status	The activity is scheduled for this reporting period.
Background information	Raising public awareness on the National quality infrastructure topics is one of the three pillars within the projects planning. Familiarizing major decision-makers at the relevant ministries with the importance of supporting the development of an appropriate quality infrastructure is one of the key objectives. This is equally important for CABs and industry in the context of the EU accession.
Objective of the activity	Raising the overall awareness about quality infrastructure in Croatia
Methodology	Workshop / conference at the national level
Implementation period	March/April 2009
Expected result	Informing decision-makers and stakeholders on QI developments
Deliverables	<ul style="list-style-type: none"> • Workshop / conference organised

	Status	Completed
	Results	The final project event has been planned jointly with the World Metrology Day on 20 th May 2009.
	Deliverables	<ul style="list-style-type: none"> • Presentations • List of participants • Project leaflet • Press release


11/ Drafting and printing adequate material for organised trainings, workshops and for other public awareness purposes

Activity 11.2	Support on elaboration and publishing a booklet on European Technical Regulation
Status	The activity is scheduled for this reporting period.
Background information	The Ministry of Economy, Labour and Entrepreneurship (MELE) as well as the quality infrastructure institutions are expected to keep economical operators informed about development of Croatian legislation and the harmonisation process.
Objective of the activity	Increase awareness about conformity assessment and the quality infrastructure
Methodology	Publishing (Internet and/or paper copy) of an information material(s)
Implementation period	By January 2009
Expected result	Available booklet on European Technical Regulation
Deliverables	<ul style="list-style-type: none"> • Information material (booklet)


	Status	Cancelled
	Results	The lack of staff availability at the Ministry of Economy, Labour and Entrepreneurship (MELE) has been an objective obstacle to achieve progress on this activity. However, the beneficiaries' perception that information materials in the targeted fields are widely available in Croatian language appears to be valid. MELE, as well as the direct beneficiary institutions, have extensive publishing activities and systematically translate and publish all relevant EU documents referred to in technical regulation.

Activity 11.3	Support of elaboration and publishing of information materials in conformity assessment priority sectors
Status	The activity is IN PROGRESS from the previous reporting period.
Background information	The Ministry of Economy, Labour and Entrepreneurship (MELE) as well as the quality infrastructure institutions are expected to keep economical operators

	<p>informed about development of Croatian legislation and the harmonisation process.</p> <p>Following the success with the organisation of the Conformity Assessment workshop, the Internal Market Coordination Department within MELE aspires to elaborate an information material.</p> <p>The objective is to summarize the information provided by lecturers at the event and made it available to all interested stakeholders.</p> <p>The inputs are being compiled at the current stage and the activity should be concluded by the end of 2008.</p>
Objective of the activity	Increase awareness about conformity assessment and the quality infrastructure
Methodology	Publishing (Internet and/or paper copy) of an information material(s)
Implementation period	October 2008
Expected result	Available information article on conformity assessment
Deliverables	<ul style="list-style-type: none"> Information material (booklet)

	Status	Cancelled
	Results	<p>The lack of staff availability at the Ministry of Economy, Labour and Entrepreneurship (MELE) has been an objective obstacle to achieve progress on this activity. However, the beneficiaries' perception that information materials in the targeted fields are widely available in Croatian language appears to be valid. MELE, as well as the direct beneficiary institutions, have extensive publishing activities and systematically translate and publish all relevant EU documents referred to in technical regulation.</p>

Activity 11.4	Preparing and printing information leaflet on one of the HAA priority fields
Status	The activity is scheduled for this reporting period.
Background information	The Croatian Accreditation Agency plays an important role in distributing relevant information to the national stakeholders. It is envisaged within the project to assist some of the agency's efforts in this sense.
Objective of the activity	Print and make available an information leaflet
Methodology	Publishing (Internet and/or paper copy) of an information material(s)
Implementation period	By March 2009
Expected result	Available leaflet from HAA priority areas
Deliverables	<ul style="list-style-type: none"> Information material (leaflet)

	Status	Cancelled
	Results	<p>HAA has extensive publishing activities and systematically translates and publishes all relevant EU documents referring to accreditation and closely related fields and activities. Its website and systematically published documents offer an abundant source of relevant and up-to-date information.</p>

3 ACHIEVED OVERALL PROJECT RESULTS (16/05/2006 – 15/06/2009)

The project has three specific objectives aiming at institutional capacity building, human resources development and raising public awareness in four target fields, namely metrology, standardisation, conformity assessment and accreditation. These objectives have been pursued in the particular context of the Republic of Croatia negotiations for membership into the EU and, more specifically, in the face of negotiations on Chapter 1 "Free movement of goods". The beginning of the project implementation period coincided with the chapter screening exercise. At the moment of the official opening of the chapter one in July 2008, the project was already in an advanced stage. Finally, the project has ended a few months before the anticipated provisional closing of the chapter in July-August 2009. On the one hand, negotiation documents provide an objective indication on the status of development of Croatian metrology, standardisation, conformity assessment and accreditation system and respectively, on the project outcomes. On the other hand, the project has enabled the initiation of suitable interventions in support of meeting the negotiations benchmarks and has offered complementary information to the negotiating parties.

During the first and the second year, the project ran in parallel with the EU assistance provided within:

- the CARDS 2002 Regional Programme "Quality Infrastructure" 2004-2008 with CEN as contractor,
- the CARDS 2003 project "Development of accreditation systems and support to national testing and calibration laboratories with AFNOR, the French standardisation body as contractor, and
- the CARDS 2004 project "Assessment of national priorities for metrology and conformity assessment" with JRC-IRMM as contractor.

This provided the beneficiaries and the project team with the opportunity for complementarity and exchange. It increased, however, the load on the management and coordination of projects.

The project specific objectives and associated expected results as described in the Terms of Reference have been the following:

Specific Objectives:	Expected results:
1) Strengthen the national quality infrastructure system by <ul style="list-style-type: none">• Setting up or updating the strategies for all beneficiary institutions• Aligning the existing legislation to the one existing in the EU, where necessary• Establishing network of existing expertise in metrology in chemistry at the national level• Enhancing the collaboration between all relevant stakeholders within the country	<ul style="list-style-type: none">• Operational institutions with clearly defined activities and corresponding responsibilities• Readiness to become full members of the corresponding European and international bodies• The legislation aligned with European requirements• Identified reference laboratories in chemistry and their positioning within the national metrology system• Clearly identified areas of collaboration between all the stakeholders of the national quality infrastructure

2)	Improve the technical expertise	
	<ul style="list-style-type: none">• In the area of standardisation and support the Croatian Standards Institute in its operations to align them with the new laws and regulations harmonized with the European requirements• In metrology in chemistry, for experts from analytical laboratories as well as for technical assessors• Regarding conformity assessment of industrial products	<ul style="list-style-type: none">• Trained staff in the field of standardisation and readiness of Croatian Standards Institute for membership in the European standards bodies CEN and CENELEC• Trained staff in analytical laboratories and technical assessors of the national accreditation body• Established conformity assessment systems related to various directives
3)	Raise public awareness on importance of proper functioning of national quality infrastructure by	
	<ul style="list-style-type: none">• Setting up communication strategies for all beneficiaries• Promoting role and importance of quality infrastructure within the beneficiary country• Promoting regional collaboration between the relevant national institutions and their partner institutions in neighbouring countries and Europe-wide	<ul style="list-style-type: none">• Identified and implemented various public awareness activities

The first programmed objective has been achieved to a large extent as all three major beneficiary institutions are today fulfilling their roles, while operating in compliance with respective metrology, accreditation and standardisation related European frameworks. National legislation in these fields has been screened and possible improvements have been advised where necessary. The identified two reference laboratories in chemistry are fully integrated into the national metrology network as stipulated within the National metrology strategy. The DZM is full and active member of EURAMET and associated member of WELMEC, while HAA is actively involved within the European cooperation for Accreditation. HZN is still aiming towards the full membership in the European standardisation committees CEN/CENELEC, but significant progress has been achieved on this path during the second semester of 2008 and the first quarter of 2009. Hence, the submission of the membership application can objectively be expected in the course of 2009. The project, however, has not been instrumental in delivering results regarding the new quality infrastructure actor – the Croatian Metrology Institute (HMI) - which establishment scheduled for 2007 did not happen within the project implementation period.

Responsible ministries were meant to steer this process. In contrast to the lack of demonstrated interest within the Ministry of Science, Education and Sports, the Ministry of Economy, Labour and Entrepreneurship has supported the project and has increased its coordinating role for the quality infrastructure institutions.

The second specific objective has been achieved to the largest extent. The project has provided the planned activities as well as added additional training events requested by the beneficiaries. A total of seventeen individual working sessions involved HZN experts with the aim of familiarising them with particular features of EU member states' NSB tasks and operations, as well as particularities linked to interactions with CEN and CENELEC. Five NSBs have been actively contributing by sharing their specific experiences with HZN respective staff members. In addition, staff from national reference laboratories and analytical laboratories applying for accreditation, as well as experts and technical assessors from the national accreditation body, have been trained in fields defined as strategically important (essentially in specific environmental and food

areas). Although the June 2008 workshop on conformity assessment has been warmly welcomed by participants and recognised as filling an actual awareness gap, the opportunity has not been used of organising follow-up conformity assessment events related to either acquis relevant issues or issues of economic importance.

In order to achieve the third specific objective, the project has contributed with various presentations and specific events. All principal stakeholders in the project have been actively involved from the earliest stages of implementation. This panel included for instance the Ministry of Economy, Labour and Entrepreneurship, the association of Croatian laboratories (CROLAB), the Croatian Metrology Society (HMD), the Croatian Chamber of Commerce (HGK), the Croatian Society for Quality (HDK). Their involvement and direct and indirect contributions in raising the overall awareness level about the gradual improvements and achieved progress in the Quality infrastructure field on the way to EU accession has been of a great value. The beneficiaries have demonstrated their capacity to independently lead successful communication campaigns and interact with their partners thus requiring very little support from the project.

In total, the project included sixty-seven various activities linked to different segments of the quality infrastructure in the Republic of Croatia.

For reporting purposes, all activities have been distributed over the three specific objectives and the following components:

Component 1: Institutional Capacity Building (CB)

- 1/ Draft/update strategies for beneficiary institutions
- 2/ Revise the existing legislation
- 3/ Networking in metrology in chemistry
- 4/ Enhance cooperation between relevant stakeholders
- 5/ Support in preparation of HZN for CEN and CENELEC membership

Component 2: Human Resources Development (HR)

- 6/ Training for standardisation experts
- 7/ Training courses in metrology in chemistry for analytical laboratories and technical assessors
- 8/ Development of procedures and working instructions
- 9/ Training related to conformity assessment topics

Component 3: Awareness Campaign (AC)

- 10/ Organisation of public awareness activities
- 11/ Drafting and printing adequate material for all organised trainings, workshops and for other public awareness purposes

Detailed reporting on overall achievements per component is provided in Annex II. The following sections provide summary on the activities results.

3.1 INSTITUTIONAL CAPACITY BUILDING (CB)

1/ Draft/update strategies for beneficiary institutions

	Activity	Deliverable	Status
1.1	Study visits to EU countries where responsibilities for metrology are distributed between several institutions	D1	Completed
1.2	Support to drafting of organizational development strategy of the Croatian Metrology Institute	D2	Cancelled
1.3	Support to drafting of organizational development strategy of the Croatian Metrology Institute (follow-up)	D2	Cancelled
1.4	Fine-tuning of the HZN strategy	D2	Cancelled
1.5	Support to establishment of the HZN business plan (human resources, financial planning)	D2	Cancelled
1.6	Support to establishment of the HZN business plan – follow-up	D2	Cancelled
1.7	HAA's Strategy fine-tuning with special insight on development potentials for PT scheme organisers in Croatia	D2 / D4	Completed

Three out of four originally planned strategies have been completed within the lifespan of the project. The first has been the National strategy offering a larger development pattern in the metrology field. It has been elaborated within the related CARDS programme 2004 project nb.30017, but was complemented in parallel with activities from this particular component of CARDS programme 2004 project nb.30018. The familiarisation of Croatian decision-makers with EU member-states practices has been extremely useful in this context.

As the practical establishment of the Croatian Metrology Institute (HMI) has been delayed, the institutional strategy could have not been elaborated as programmed. However, the level of aspects covered by the National strategy offers the future HMI management some solid basis to build on. The inclusion of all representatives from national laboratories in this process is essential. The principles set by the National strategy in terms of reflecting objective national needs and prioritisation are an important element for the HMI's success in the future.

The Croatian Accreditation Agency has successfully been assisted in elaborating a new three-year organisational strategy. The final result takes into account the anticipated developments in the accreditation field at the national, as well as the European scenes.

Repeated difficulties to secure top management engagement and access to relevant data for the HZN strategy up-dating process have constituted a major obstacle to assistance in this segment. An annual working plan has been finally produced in March 2009 by the manager alone. The absence of an inclusive and transparent process allows for further improvements in this respect.

2/ Revise the existing legislation

	Activity	Deliverable	Status
2.1	Review of the Law on Metrology and harmonized legal acts, proposal for the amendments	D4	Completed
2.2	Review of legislation in which the New Approach Directives are transposed, proposal for the amendments	D4	Completed
2.3	Review of the standardization law and related laws, proposal for the amendments	D2 / D4	Completed
2.4	Support to drafting of amendments to the Law on metrology	D2 / D4	Completed
2.5	Drafting of amendments to the Law on technical requirements for products and on conformity assessment	D2 / D4	Completed
2.6	Further support on legislation approximation	D2	Completed

The defined objectives for this component have been completely met. The provided assistance targeted some key pieces of national legislation, including amending the Metrology law, the entire set of Standardisation related legislative acts (complementing activities within the 5th component), the Law on technical requirements for products and on conformity assessment, the ordinance transposing the Measurement Instruments Directive as well as the national legislation in the field of pre-packages and compliance with European requirements in this respect.

3/ Networking in metrology in chemistry

	Activity	Deliverable	Status
3.1	Presentation Workshop of stakeholders involved in Metrology in Chemistry	D3	Completed
3.2	Selection of laboratories potential to become national laboratories in metrology in chemistry field	D2	Completed
3.3	Selection of laboratories potential to become national laboratories in metrology in chemistry field	D2	Completed
3.4	Selection of laboratories potential to become national laboratories in metrology in chemistry field	D2	Completed

The objective of enhancing the networking possibilities in the metrology in chemistry filed has been entirely met. A large panel of stakeholders has been familiarised and involved in the activities. Also, all stages of a successful selection process of national laboratories were completed.

4/ Enhance cooperation between relevant stakeholders

	Activity	Deliverable	Status
4.1	Workshop on defining areas of cooperation with major partners	D3	Cancelled
4.2	Support to newly established Croatian Metrology Institute in building-up relations with stakeholders	D2	Cancelled
4.3	Providing assistance in drafting MoUs	D4	Cancelled
4.4	Training in formulating metrology projects	D1	Completed (additional activity)

This component was intended to provide assistance at the initial stage of the Croatian Metrology Institute's establishment. Building up institutional relationship with major partners has been the main objective. The delayed implementation of the decisions made in the strategy elaboration and legislation revision processes has made the assistance impossible. Only after the practical functioning of the HMI will be achieved, enhancing the cooperation with relevant stakeholders would become feasible.

5/ Support in preparation of HZN for CEN and CENELEC membership

	Activity	Deliverable	Status
5.1	Analysis of Internal Rules and Procedures	D2 / D4	Completed
5.2.	Analysis of Internal Rules and Procedures – follow up	D2 / D4	Completed
5.3	Support to HZN committee work (voting, notifications to CEN/CLC...)	D2	Completed
5.4	Visit at a NSB – exchange of experiences on TC work	D1	Completed
5.5	Support to drafting of standards	D2	Completed
5.6	Visit at a NSB – exchange of experiences on drafting of standards	D1	Completed
5.7	Support to preparation of the CEN/CENELEC application	D2 / D4	Completed
5.8	Preparation for the CEN/CENELEC-audit – exercising audit situations	D2	Completed
5.9	Support to full integration into CEN/CENELEC system	D2	Cancelled

Besides substantial delays in the conduct of the activities in this component, the objectives have been almost entirely achieved. First, the internal rules and procedures have been screened in the light of the

CEN/CENELEC membership requirements and recommendations communicated. Second, HZN staff members have been familiarised with practical and formal aspects of the application process while being enabled to directly interact with competent representatives from the EU standardisation committees and fellow National Standards Bodies (NSB) from member states. Third, the application files have been thoroughly screened and expert views provided. Finally, the preparedness of HZN staff for the audit process has been further improved by exercising practical interactions and situations within a realistic framework of CEN/CENELEC audit. Only the last activity has not been conducted, as it was envisaged with the perspective of HZN being a full CEN/CENELEC member by the end of 2008. Before the end of the project implementation this precondition remains still to be achieved.

3.2 HUMAN RESOURCES DEVELOPMENT (HR)

6/ Training for standardisation experts

	Activity	Deliverables	Status
6.1	Increasing financing of standardization – support to sale, especially e-sale and marketing	D2	Cancelled
6.2	Increasing financing of standardization – support to sale, especially e-sale and marketing – follow up	D2	Cancelled
6.3	Standardization database management and IT security	D2	Completed
6.4	Archiving of the documents – paper and electronic	D1	Completed
6.5	Support to establishment of the terminology database	D2	Cancelled
6.6	Support to drafting the TOR for further support in terminology database	D2 / D4	Cancelled
6.7	Train-the-trainers specific session	D3	Completed

The achievement of the sixth component's objective has been only partial.

On one hand, extremely useful tailored trainings have been provided to HZN staff members in the scope of working sessions at five EU member states' NSBs and at both CEN and CENELEC. This has allowed them to acquire valuable practical knowledge in the fields of particular HZN interest.

On the other hand, the internal resistance to make the e-sales system operational (even though all technical preconditions are met) and HZN budgetary constraints making extensive translation of standards impossible, have limited the possibility to complete all activities within this component.

By the end of the current CARDS 2004 project, the HZN's e-sales system has not been put in operation. This circumstance made the provision of further assistance in this field ineffective (activities 6.1 and 6.2). Furthermore, the effects from the supply of the IT equipment through the CARDS 2001 - Industrial Standards of the EU project, have been compromised. Currently, HZN makes only internal use of the system. Standards are delivered upon a phone-call or a written request from costumers. Internal resistance and fear of jobs' loss are the main obstacles against making the system publically accessible. This situation makes however the supply of the equipment less relevant. Also, it deviates from the original HZN' s objective of making standards more accessible and modernising its marketing approaches.

7/ Training courses in metrology in chemistry for analytical laboratories and technical assessors

	Activity	Deliverable	Status
7.1	Workshop providing training for staff of newly selected national standard laboratories in the field of metrology in chemistry	D2 / D4	Completed
7.2	Translation of TrainMiC training materials in Croatian language	D4	Completed
7.3	Evaluation of laboratories progress to be designated as national laboratories in the field of metrology in chemistry and apply for accreditation	D2	Completed
7.4	Environmental protections (water, emissions): witnessing of assessment in EU Member State	D1	Completed
7.5	Food (noise, acoustics): witnessing of assessment in EU Member State	D1	Completed
7.6	Environmental protections (waste products): witnessing of assessments, performed by EU assessors	D2	Completed
7.7	Environmental protections (environnement): witnessing of assessment, performed by EU assessors	D2	Completed
7.8	Food (safety, quality) – mandatory area based on national regulations and/or EU directives: witnessing of assessment, performed by EU assessors	D2	Completed
7.9	Training in Metrology in Chemistry (TrainMiC I)	D2	Completed
7.10	Training in Metrology in Chemistry (TrainMiC II)	D2	Completed
7.11	Post-proficiency testing workshop (participation to International Proficiency Testing Conference)	D1	Completed
7.12	Post-proficiency testing workshop (Food)	D2	Completed
7.13	Post-proficiency testing workshop (participation to International Proficiency Testing Conference)	D1	Completed
7.14	Post-proficiency testing workshop (Food)	D2	Completed
7.15	Specialised training for experts (precious metals)	D1	Completed
7.16	Participation of Croatian participants to an international TrainMiC activity (held in Maribor-SLO)	D1	Completed
7.17	TrainMiC "Train-the-Trainers" course	D1	Completed
7.18	Training in editorial work for Croatian MiC programme	D1	Completed

An extremely valuable contribution has been achieved within the seventh component. The objective has been completely met. An extensive programme of training and elaborating Croatian curricula for metrology in chemistry has been accomplished. Also, Croatian laboratories active in strategically important fields and applying for accreditation have been assessed by the Croatian Accreditation Agency. On the other hand, Croatian assessors had the opportunity to witness assessments and be trained in fields where HAA has anticipated expanding demand for accreditation services and current

deficiency of adequate assessors. The possibilities for enhancing existent cross-border collaboration and sharing of resources with fellow EU member states' accreditation bodies have been taken into account. In addition, the efforts to familiarise stakeholders with the importance of inter-laboratory comparisons, especially in strategically important fields, have been complemented by large participation of the laboratory community at project's workshops organised in Croatia, but also contribution of Croatian experts at the international level. The topics have been systematically tailored to meet current and emerging beneficiaries' needs. The national laboratories active in the MiC field have also benefited from a specific transfer of know-how. Finally, the fact that at the end of the project a complete system of elaboration, editing, up-dating and lecturing tools for a Croatian curricula for metrology in chemistry is established and operating is extremely rewarding from the project objectives' perspective.

8/ Development of procedures and working instructions

	Activity	Deliverable	Status
8.1	Peer-Assessment of the HAA management system according to ISO 17011	D2	Completed
8.2	Expert training in radioactivity measurements on environmental samples	D1	Cancelled

The assessment of the Croatian Accreditation Agency has been conducted by the European cooperation on Accreditation (EA) and therefore the envisage assistance was not necessary.

Besides the requested and agreed training for experts in radioactivity measurements on environmental samples, the provision of the assistance suffered from staff unavailability at the beneficiary laboratory within the Ruđer Bošković Institute.

9/ Training related to conformity assessment topics

	Activity	Deliverable	Status
9.1	Workshops on European Technical Regulations	D3	Completed
9.2	Sector oriented workshops on conformity assessment	D3	Completed

The general workshop tackling different aspects linked to the European technical regulation has attracted a large audience within Croatian stakeholders from the laboratory, business, public institutions and scientific communities.

In line with beneficiaries' priorities, three specific workshops have been conducted additionally. The covered topics included specific air emission standards, pre-packaged products and hands-on training on the International metrology vocabulary.

The manifested interest from Croatian practitioners and civil servants (over 150 attendants in total) has been encouraging and the covered topics reflected existing needs in priority fields.

The objective of the ninth component has been therefore successfully achieved.

3.3 AWARENESS CAMPAIGN (AC)

10/ Organisation of public awareness activities

	Activity	Deliverable	Status
10.1	Providing project presentation at least on 3 national events	D3	Completed
10.2	Organization of Metrology promotion day on the occasion of the Word Metrology Day – 20 May	D3	Completed
10.3	Workshop with the Croatian authorities on standardization and its interlinks with European technical legislation and conformity assessment system	D3	Completed
10.4	National conference on quality infrastructure, technical regulations and conformity assessment	D3	Completed

The objectives of the tenth component are fully achieved as illustrated by the large audiences at awareness events organised within this project. The awareness level about the project activities, the number of directly involved and contributing stakeholders, as well as the visible progress in the quality infrastructure field in Croatia is certainly encouraging in this sense.

11/ Drafting and printing adequate material for all organised trainings, workshops and for other public awareness purposes

	Activity	Deliverable	Status
11.1	Support of the elaboration and publishing of information leaflet on metrological infrastructure established in metrology in chemistry	D4	Completed
11.2	Support of the elaboration and publishing a booklet on European Technical Regulations	D4	Cancelled
11.3	Support of elaboration and publishing of information materials in conformity assessment priority sectors	D4	Cancelled
11.4	Preparing and printing info leaflet on one of the HAA priority fields	D4	Cancelled

The drafting and printing of adequate information materials within the eleventh component (activities 11.2, 11.3 and 11.4) have been cancelled mainly due to the lack of staff availability at the Ministry of Economy, Labour and Entrepreneurship (MELE), but also the beneficiaries' justifiable perception that information materials in the targeted fields is widely available in Croatian language. Furthermore, the beneficiary institutions have extensive publishing activities with a systematic approach in translating and making available all relevant EU documents.

4 CONCLUSIONS AND RECOMMENDATIONS

4.1 KEY ASSUMPTIONS AND CONFIRMED RISKS

The project's implementation process was based on a number of assumptions. They have been validated at the inception stage and continuously updated throughout interim reporting. The majority of these assumptions were met. Still, few of them have constituted obstacles. The commitment to achieve the project's objectives at the HZN's management level has manifested obvious weaknesses. Delayed establishment of the HMI constitutes a second element of concern. Lethargic decision-making process at the Ministry of Education, Science and Sports, as well as the lack of interest also leave space for improvement. Finally, with the exception of the Ministry for Economy, Labour and Entrepreneurship, the contribution from the other ministries remained limited. With the purpose of allowing beneficiaries to achieve further progress and facilitate decision-making on possible future assistance, the following observations appear to be relevant:

The extensive delays in implementing the National strategy in the field of metrology have compromised the targeted assistance to the emerging National Metrology Institute. Management and staff have not been allocated until the end of the project. Implementing the strategy in the future can represent a challenge at the inter-institutional level from this perspective.

The communication channels within the Croatian Standards Institute and from the institution to the Project Implementation Unit have been repeatedly a source for concern. In addition, the unavailability of the top management has affected the completion of the programmed activities. However, the high dedication of staff has allowed the achievement of principle milestones and notable progress towards CEN/CENELEC membership.

The Ministry of Economy, Labour and Entrepreneurship has remained committed to the achievement of the project objectives. Interest from other ministries has remained limited. Nevertheless, the Internal Market unit has been understaffed for most of the project duration and initial inputs into the process were missing. The complementary contribution from the Croatian Accreditation Agency has therefore been very instrumental. Considerable progress has been achieved in this area during the last reporting period.

4.2 OUTSTANDING ISSUES AND FUTURE CHALLENGES

Although the project objectives have been achieved to a large extent, some issues remain and future challenges lie ahead since the European quality infrastructure is in constant development. It seems beneficial to highlight them in order to focus the decision-makers within the responsible institutions on matters needed to be resolved for the realization of the ultimate goal – proper functioning of the metrology, standardisation, conformity assessment and accreditation system within the European infrastructure after the country's accession into the EU.

1/ Coordination of the national quality infrastructure

The Internal Market Unit within the Ministry of Economy, Labour and Entrepreneurship has definitively advanced towards assuming its coordinating role for the quality infrastructure. The accession process as well as this project has created a certain demand for this. It is important that the coordination meetings continue. Croatia has been recently invited to join the European Commission-led Senior Officials Group on Standardisation and Conformity Assessment. Thus, the Ministry of Economy, Labour and Entrepreneurship is already in a position to discuss the policy issues regarding the quality infrastructure together with EU Member States. In order to exploit this opportunity, the ministry has to enable a regular flow of information from and to Croatian quality infrastructure institutions and to the users of these services.

The three existing institutions DZM, HZN and HAA act under the auspices of the Ministry of Economy, Labour and Entrepreneurship, while the Ministry of Science, Education and Sports has pro-actively assumed the responsibility for the (still non-existent) Croatian metrology institute – HMI. A horizontal coordination process at the ministerial level is lacking so far which negatively affects the system.

2/ Metrology

Metrology has received a substantial volume of technical assistance by the Contractor via this project and the CARDS 2004 "Assessment of national priorities for metrology and conformity assessment" project. Between the two contracts which started simultaneously, the latter was projected to deliver a national metrology strategy. DZM and the national calibration laboratories with the support of their stakeholders did a good job for the elaboration of the National Metrology Strategy and the supporting Investment Strategy. The state office initiated an official procedure for the adoption of the national strategy by the government and drafted appropriate amendments to the metrology law. In the course of 2007 and 2008, the national metrology strategy and the amended law were adopted respectively by government and parliament.

As of today, institutional changes targeting the establishment of HMI and the reorganisation of DZM are not yet initiated. An important component of the national strategy has not been practically enforced. Recalling the discussions in 2006 and 2007 within the working group created by this project, the Consultant's reservations on the over-emphasis on the institutional dimension of the strategy has been only partially confirmed. Several technical objectives of the strategy have been achieved or are in a course of being achieved by DZM. The Research&Development orientation of the national metrology laboratories, however, is not visible yet and this will require coordination between institutions as well as scientific leadership. The European Metrology Research Programme not only provides new collaboration opportunities for the EURAMET members; it marks a milestone in the direction of the European metrology system. The programme will significantly change the European metrology landscape. The best strategy for a national metrology institute to face the future challenges is to join it as early as possible. The national metrology strategy is a useful tool to identify priorities for this purpose.

The existing situation of partially enforced institutional provisions of the metrology law has to be resolved. With a clear understanding that the strategy planning is an open process, repeated over the time and driven by the needs, decision-makers have at least two options: to fully adopt the strategy and enforce the law or to initiate a new strategy elaboration process. The methodology for the latter is already known.

Recommendations of the CARDS 2004 "Assessment of national priorities for metrology and conformity assessment" project final report are still seen relevant to the metrology sector. Therefore, the newly appointed DZM director as well as key officials of the two responsible ministries are strongly encouraged to re-visit the deliverables of this project.

3/ Standardisation

The standardisation component of the project has troubled all those involved in the project. In contrast to metrology where limitations and obstacles were mostly external to DZM, the grounds for the delays in standardisation activities were uniquely internal to the standards body. The performance of HZN experts during the last implementation period has provided objective evidence that the organisation has expert potential which, if mobilised, could deliver remarkable results. An outcome of the project intervention is the expert opinion that HZN meets the CEN/CENELEC membership criteria and is ready to submit an official membership application. The momentum of activating the HZN experts ought not to be lost by the management and the work ought to continue after the closure of the project.

HZN remains the sole institution which has decided not to use the project support for the up-date of its organisational strategy. This fact would not have been of importance if the strategy, newly adopted by the Standardisation Board, has been elaborated in an open environment and with the participation of the key staff members. Moreover, the document has not been distributed to the HZN staff. The content is unknown to the project team.

This is seen as a missed opportunity for transfer and cooperation. Some very important processes in standardisation enlightened by the Commission Communication "Towards an increased contribution from standardisation to innovation in Europe" (COM(2008) 133 of 11th March 2008) and related Council conclusions on standardisation and research of 25th September 2008 are going on at the European level. HZN and Ministry of Economy, Labour and Entrepreneurship are encouraged to study the related documents produced by the Senior Officials Group on Standardisation and Conformity Assessment and reflect on the impact of possible scenarios for the European standardisation on the Croatian standardisation system.

4/ Conformity Assessment

The project intervention within the conformity assessment field has been the most modest. One possible reason is that the previous assistance via the CARDS 2003 has responded to the most urgent needs. The project however contributed to the further alignment of the legislation and to familiarising the public and professional audience with the harmonised technical legislation.

It is important to note that the process is not static; the legislation is in a constant development and changes have to be communicated on a regular basis. In 2008, a new legislative framework for the free movement of products consisting of:

- Regulation (EC) No 764/2008 of the European Parliament and of the Council of 9 July 2008 laying down procedures relating to the application of certain national technical rules to products lawfully marketed in another Member State and repealing Decision No 3052/95/EC,
- Regulation (EC) No 765/2008 of the European Parliament and of the Council of 9 July 2008 setting out the requirements for accreditation and market surveillance relating to the marketing of products and repealing Regulation (EEC) No 339/93, and
- Decision No 768/2008/EC of the European Parliament and of the Council of 9 July 2008 on a common framework for the marketing of products, and repealing Council Decision 93/465/EEC,

was adopted. To a large extent, all product-specific directives will be subject of alignment in the coming years. Therefore, the Ministry of Economy, Labour and Entrepreneurship as well as the quality infrastructure institutions shall continue leading pro-active information campaigns.

Certain assistance has been planned by the project in support to the sectors (electromagnetic compatibility, low voltage directive, personal protective equipment, pressure vessels) intended for inclusion into a possible Protocol to the Europe Agreements on Conformity Assessment and Acceptance of Industrial Products (PECAs)/ Agreement on Conformity Assessment and Acceptance of Industrial Products (ACAA) for Croatia. Actually, training events have been requested in interesting topics which are not, however, *acquis* relevant. Hence, the Ministry of Economy, Labour and Entrepreneurship in cooperation with other relevant institutions is encouraged to make a good use of the TAIEX facility for conducting further workshops in Croatia.

5/ Accreditation

HAA has shown as a well functioning organisation and its staff as competent and motivated persons. This gives us a confidence that the agency will successfully cope with the signature of EA Multi Lateral Agreement and the alignment to the Regulation (EC) No 765/2008. They will need, of course, the continuous support from the Ministry of Economy, Labour and Entrepreneurship.

4.3 RECOMMENDATIONS

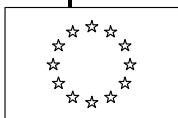
1. The decision-making power for the practical establishment of the HMI still lies with the Ministry of Science, Education and Sports. It is critically important that the actors of the distributed national metrology system are involved in the implementation of the National Strategy. The foreseen milestones and preset principles for future development in strategically important areas - based on economic relevance and needs for implementation of EU and national legislation - should remain in the focus of future managerial decisions.
2. It is important that the process for National Strategy both for Metrology and for Accreditation which has been carried out under the project is repeated at regular time intervals, involving stakeholders. This will ensure that the infrastructure is updated and continues to be relevant. In particular, this is extremely relevant in the metrology field, as competence is distributed over a larger number of organisations.
3. An inclusive strategy development that would integrate HZN's perspectives with stakeholders' expectations and overall objectives of the national standardisation processes has failed to be conducted within the lifespan of the project. The transparency on HZN performances and data has also been extremely limited. On the other hand, many staff members have been dedicated to achieve objectives, while their motivation and extensive knowledge of the processes allowed for the assistance to become very effective. The extremely fruitful collaboration with external experts within the project have only partially compensated for the considerably limited engagement of the organisation's leadership. It is recommended that future projects regarding the area of standardisation should only take place if there is a very clear commitment from top management of the institution to actively participate and take ownership of relevant processes.
4. For all beneficiary institutions, clear identification of the customers is essential and this will define the vision and strategy of the organisation. There is a risk of continuing with past activities and copying solutions from other countries or from creating dependence on external experts to bring ready made solutions. Within this longer-run perspective, it is important that staff and particularly middle management are continuously involved in the process of change and adaptation to a dynamic environment with the clear EU accession perspective that lie ahead.
5. Specifically for the area of metrology, EU funding should be restricted to items which are clearly linked to the *acquis communautaire*. Clearly, the EU perspective should always be kept in the picture when allocating future investments. The European Single Market, where customers can easily and in an unrestricted way obtain traceability even cross-border is not to be neglected. EU funding therefore should in future be restricted to fields of application creating a clear metrological link with the above implementation logic.

6. It is recommended that the national strategy for metrology keeps addressing this issue and ensures a modernisation of what national measurement standards actually mean in today's context, of an EU single market. From this perspective, efforts and possible future projects should address those areas where there is a considerable amount of European Legislation (e.g. environment, consumer protection, food etc.). The expertise for this is available in the Republic of Croatia but resides within other institutions than the State Office for Metrology, being the possible hub of the distributed National metrology system. The Croatian Metrology Institute should further develop efforts to incorporate such institutions formally and effectively within the national metrology infrastructure. A start has been made with the Ruđer Bošković Institute and the Croatian Institute for Viticulture and Enology for specific measurement areas (analysis water and wine).
7. Accreditation is a cornerstone of the European Quality Infrastructure, especially in the light of the new European Legislative Framework. In the future, the efforts should be supported to further develop the capabilities of performing inter-laboratory comparisons in strategically important fields. This can be done with specific EU funded projects but approaches whereby national institutes bring together their resources would be very effective. The metrology and accreditation institute have an area for future collaboration. The same principles apply for the training and development of persons that are performing technical assessments for accreditation.

ANNEXES

- Annex 1: Logical Framework
- Annex 2: Overall work-plan of the project
- Annex 3: Minutes from the 1st Steering Committee meeting (October 2006)
- Annex 4: Minutes from the 2nd Steering Committee meeting (April 2007)
- Annex 5: Minutes from the 3rd Steering Committee meeting (October 2007)
- Annex 6: Minutes from the 4th Steering Committee meeting (April 2008)
- Annex 7: Minutes from the 5th Steering Committee meeting (October 2008)
- Annex 8: Minutes from the 6th Steering Committee meeting (May 2009)
- Annex 9: Resources Absorption Report (as of 17th April 2009)
- Annex 10: Addendum No to the Administrative Arrangement

Annex 1: Logical Framework



Project title: Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System		Project starting date: 16/05/2006	Updated on: 29/04/2009
Contract N: 116536 (30018)	Project end date: 15/06/2009	Sheet no.	
Intervention logic		Sources of verification	Assumptions and risks
Overall objective:			
The overall objective is to further develop the quality infrastructure in Republic of Croatia, in line with the provisions of the SAA, and to create an enabling environment for the Croatian industries and manufacturers to improve their trade and industrial relations with the EU and international markets as well as quality of life		Various reports from relevant European organisations e.g. WELMEC, CEN/CENELEC	Continuous support from the Croatian Government to strengthen the role of technical infrastructure
Specific objectives:			
1/ Strengthen the national quality infrastructure system	Upgraded expertise of the quality infrastructure actors	Evaluation reports	Dedication to the objectives of all beneficiary institutions, as well as competent ministries and stakeholders
2/ Improve the technical expertise	Provided trainings for National experts	Experts' reports	Available experts and motivated management
3/ Raise public awareness on importance of proper functioning of national quality infrastructure	Organised public awareness events	Presentations, reports and distributed documents	Readiness at the competent ministries to support the efforts in up-grading the National quality infrastructure's institutional actors
Project Purpose			
To upgrade the performance of the national accreditation and the national standard services as well as the national metrology infrastructure in order to ensure continued improvement and harmonisation with EU system as well as to support them in preparing for membership in the relevant European organisations		Project and expert reports, other national reports	Manifested continuous support towards achievement of the defined objectives from the top management and staff of all beneficiary institutions; Availability of motivated staff members within the institutions
Activities:			
1/ Institutional capacity building			
Drafting/updating strategies for beneficiary institutions	Strategic guidelines for all beneficiary institutions	Strategic documents reviews	Dedicated management that has a clear and realistic vision on the longer-run perspectives for the respective institution
Revising the existing legislation	Proposals for amending existing legislation	Proposed amendments	Inter-institutional consensus on the need to revise a relevant legislative acts; Full support from competent ministries;

			Inconsistencies between amended Metrology act and the Strategy, linked to disrupted sequencing of the activities; Risk of repetitive revisions of legislation due to partial alignment with the EU requirements
Networking in metrology in chemistry	Selected reference laboratories in MiC	Trainer's reports	Establishment of strategic partnerships between existing institutions is necessary
Enhancing cooperation between relevant stakeholders	Identified fields of cooperation between all relevant stakeholders	List of identified areas of cooperation	Mutually identified points of interest for cooperation between the relevant institutions;
Support in preparing HZN for CEN and CENELEC membership	Application to full membership ready for submission	Progress evaluation reports	Manifested dedication from management and staff to fulfil the criteria; Clear and visible support from the relevant ministries and national stakeholders;
2/ Human Resources Development			
Training for standardisation experts	Standardisation experts trained in number of areas	Croatian experts' reports	Available, motivated staff members within the Standards body; Full support from the corresponding line management;
Training courses in metrology in chemistry for analytical laboratories and technical assessors	Number of trained attendants	Expert's reports	Available human resources in the relevant institutions; Dynamism of the corresponding National MiC team; Interest within analytical laboratories on the raised topics;
Development of procedures and working instructions	Provided proposals for drafting procedures and working instructions	Draft recommendations	Successful selection of future national reference laboratories in MiC is conducted by HMI
Training related to conformity assessment topics	Number of conformity assessment bodies	Experts' reports	Possibility for the national actors to identify the priority areas; Manifested interest from end-users
3/ Awareness campaign			
Organisation of public awareness activities	Number of public awareness activities organised	Organisers' reports Agendas Presentations	Manifested interest from the key stakeholders in the organisation of such events; Readiness to contribute with presentations from the beneficiary institutions; Support from the relevant ministries
Drafting and printing adequate material for all organised trainings, workshops and for other public awareness purposes	Printed leaflets and other documents	Produced documents	Identified fields of major interest; Readiness from the beneficiary institutions and other national actors to contribute to the drafting process
			Preconditions <ul style="list-style-type: none"> • All beneficiaries receptive and committed to ongoing pre-accession assistance project(s); • Availability of results achieved under CARDS 2003 project in order to ensure proper follow-up; • Consistent vision about the development of national metrology, standardisation, conformity assessment and accreditation system;

Annex 2: Overall work-plan of the project

Project Title:	Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System	Contract number:	116536 (30018)	Country:	Croatia
Contract Duration:	36 months (requested one-month extension)	Prepared on:	15/05/2008	Consultant:	EC JRC-IRMM

No	Activities	Outputs	Reporting periods					Results	Planned deadline
			1st Oct 06 / Apr 07	2nd Apr 07 / Oct 07	3 rd Oct 07 / Apr 08	4th Apr 08 / Oct08	5th Oct 08 / June 09		
Component 1: Drafting/updating strategies for beneficiary institutions									
1.1	Study visits to EU countries where responsibilities for metrology are distributed between several institutions	D1						DFM & SMU study visits	Mar-06
1.2	Support to drafting of organizational development strategy of the Croatian Metrology Institute	D2					NO	conditioned by NMI establishment	Jan-09
1.3	Support to drafting of organizational development strategy of the Croatian Metrology Institute (follow-up)	D2					NO	conditioned by NMI establishment	Feb-09
1.4	Fine-tuning of the HZN strategy	D2					NO	HZN strategy	Dec-08
1.5	Support to establishment of the HZN business plan (human resources, financial planning)	D2					NO	Recommendations	Dec-08
1.6	Support to establishment of the HZN business plan – follow-up	D2					NO	HZN business plan	Jan-09
1.7	HAA's Strategy fine-tuning with special insight on development potentials for PT scheme organisers in Croatia	D2 / D4						HAA Strategy 2008-2010	Jun-08
Component 2: Revising the existing legislation									
2.1	Review of the Law on Metrology and harmonized legal acts, proposal for the amendments	D4						Amended Metrology Act	Apr-08

2.2	Review of legislation in which the New Approach Directives are transposed, proposal for the amendments	D4						Presentation at MELE on NAD implementation	Nov-06
2.3	Review of the standardization law and related laws, proposal for the amendments	D2 / D4						Report & Recommendations	Dec-08
2.4	Support to drafting of amendments to the Law on metrology	D2 / D4						Amendments to the law	Feb-07
2.5	Drafting on amendments to the Law on technical requirements for products and on conformity assessment	D2 / D4						CARDS 2003 Provided assistance	
2.6	Further support on legislation approximation	D2						Law on technical requirements + MID + prepacks	Jan-09
Component 3: Networking in metrology in chemistry									
3.1	Presentation Workshop of stakeholders involved in Metrology in Chemistry	D3						80 participants	Jan-07
3.2	Selection of laboratories potential to become national laboratories in metrology in chemistry field	D2						Presentation on MiC to DZM managers	Mar-07
3.3	Selection of laboratories potential to become national laboratories in metrology in chemistry field	D2						Recommended selection criteria	Oct-07
3.4	Selection of laboratories potential to become national laboratories in metrology in chemistry field	D2						Evaluation Committee	Apr-08
Component 4: Enhancing cooperation between relevant stakeholders									
4.1	Workshop on defining areas of cooperation with major partners	D3					NO	conditioned by NMI establishment	Feb-09
4.2	Support to newly established Croatian Metrology Institute in building-up relations with stakeholders	D2					NO	conditioned by NMI establishment	Mar-09
4.3	Providing assistance in drafting MoUs	D4					NO	conditioned by NMI establishment	Feb-09
4.4	Training in formulating metrology projects	D1					Additional = NO	Requested by beneficiary as replacement for 1.2 & 1.3 but overlapped by	Dec-08

								CODEF assistance	
Component 5: Support in preparing HZN for CEN and CENELEC membership									
5.1	Analysis of Internal Rules and Procedures	D2 / D4						Report	Dec-08
5.2.	Analysis of Internal Rules and Procedures – follow up	D2 / D4						Recommendations for amendments	Dec-08
5.3	Support to HZN committee work (voting, notifications to CEN/CLC...)	D2						working session to CEN/CENELEC	Dec-08
5.4	Visit at a NSB – exchange of experiences on TC work	D1						working sessions to NSBs	Dec-08
5.5	Support to drafting of standards	D2						Croatian experts to EU MS NSB	Dec-08
5.6	Visit at a NSB – exchange of experiences on drafting of standards	D1						working sessions to NSBs	Dec-08
5.7	Support to preparation of the CEN/CENELEC application	D2 / D4						Comments to application	Apr-09
5.8	Preparation for the CEN/CENELEC-audit – exercising audit situations	D2						Expert report	Apr-09
5.9	Support to full integration into CEN/CENELEC system	D2					NO	Preconditions will not be fulfilled before end of project	Apr-09
Component 6: Training for standardisation experts									
6.1	Increasing financing of standardization – support to sale, especially e-sale and marketing	D2					NO	HZN internal resistance to e-sales	Oct-08
6.2	Increasing financing of standardization – support to sale, especially e-sale and marketing – follow up	D2					NO	HZN internal resistance to e-sales	Mar-09
6.3	Standardization database management and IT security	D2						working sessions to NSBs	Dec-08
6.4	Archiving of the documents – paper and electronic	D1						working sessions to NSBs	Dec-08

6.5	Support to establishment of the terminology database	D2					NO	HZN budgetary constraints for translation	Dec-09
6.6	Support to drafting the TOR for further support in terminology database	D2 / D4					NO	HZN budgetary constraints for translation	Mar-09
6.7	Train-the-trainers specific session	D3						Trained Croatian experts (4 sessions)	Feb-09
Component 7: Training courses in metrology in chemistry for analytical laboratories and technical assessors									
7.1	Workshop providing training for staff of newly selected national standard laboratories in the field of metrology in chemistry	D2 / D4						Trained Croatian experts (3)	Dec-07
7.2	Translation of TrainMiC training materials in Croatian language	D4						TrainMiC modules in Croatian	May-07
7.3	Specialized training for laboratories designated as national laboratories in the field of metrology in chemistry (wine authentication)	D2						Trained Croatian expert (1)	May-09
7.4	Environmental protections (water, emissions): witnessing of assessment in EU Member State	D1						Trained Croatian experts (3)	Jan-09
7.5	Environment (environmental noise, acoustics): witnessing of assessment in EU Member State	D1						Trained Croatian expert (1)	Apr-09
7.6	Environmental protections (waste products): witnessing of assessments, performed by EU assessors	D2						ZJZIZ (3 assessors)	Oct-07
7.7	Environmental protections (environment): witnessing of assessment, performed by EU assessors	D2						Metroalfa, Ekspert (2 assessors)	Mar-08
7.8	Food (safety, quality) – mandatory area based on national regulations and/or EU directives: witnessing of assessment, performed by EU assessors	D2						Conducted assessment Petrokemija Kutina (2 assessors)	Mar-09
7.9	Training in Metrology in Chemistry (TrainMiC I)	D2						Trained Croatian experts (23)	Feb-07
7.10	Training in Metrology in Chemistry (TrainMiC II)	D2						Trained Croatian experts (36)	Mar-08
7.11	Participation to International Proficiency Testing Conference	D1						Presentation from Croatian expert (3)	Oct-07

7.12	Post-proficiency testing workshop (Food)	D1						ILCs participants in priority fields (3 lecturers / 15 participants – wine)	Dec-08
7.13	Post-proficiency testing workshop (Environment)	D1						Presentation from Croatian expert (1)	Jan-09
7.14	Post-proficiency testing workshop (Food)	D1						ILCs participants in priority fields (3 lecturers / 15 participants- milk)	Dec-08
7.15	Specialised training for experts (Precious metals)	D1						Trained Croatian experts (2)	Mar-09 Apr-09
7.16	Participation of Croatian participants to an international TrainMiC activity (held in Maribor-SLO)		additional					Trained Croatian experts (2)	Feb-07
7.17	TrainMiC "Train-the-Trainers" course			additional				Trained Croatian trainers (5)	Sep-07
7.18	Training in editorial work for Croatian MiC programme	D1					additional	Trained Croatian expert (1)	Mar-09
Component 8: Development of procedures and working instructions									
8.1	Peer-Assessment of the HAA management system according to ISO 17011	D2					NO (provided by EA)	Assessment report	Mar-09
8.2	Expert training in radioactivity measurements on environmental samples	D2					NO (Cancelled by the beneficiary)	List of Recommendations	Jan-09
Component 9: Training related to conformity assessment topics									
9.1	Workshops on European Technical Regulations	D3						Organised workshop	Jun-08
9.2	Sector oriented workshops on conformity assessment	D3					Air, VIM, pre-packages	Focused workshops (3)	Dec-08
Component 10: Organisation of public awareness activities									
10.1	Providing project presentation at least on 3 national events	D3			(1) Oct-07 CROLAB Cavtat	(2) Sep-08 HMD Opatija	(3) Oct-08 CROLAB Osijek	Provided presentations	Oct-08

10.2	Organization of Metrology promotion day on the occasion of the Word Metrology Day – 20 May	D3						Metrology promotion day	May-08
10.3	Workshop with the Croatian authorities on standardization and its interlinks with European technical legislation and conformity assessment system	D3					1 April	Presentations delivered	Mar-09
10.4	Awareness event (final) on quality infrastructure, technical regulations and conformity assessment	D3					Planned for 20 May 2009	Workshop	May-09

Component 11: Drafting and printing adequate material for all organised trainings, workshops and for other public awareness purposes

11.1	Support on the elaboration and publishing of information leaflet on metrological infrastructure established in metrology in chemistry	D4						Leaflet presenting the concept of MiC	Jan-07
11.2	Support on the elaboration and publishing of a booklet on European Technical Regulations	D4					NO Input from MELE	Information material published	Mar-08
11.3	Support on the elaboration and publishing of information materials in conformity assessment priority sectors	D4					NO Input from MELE	Booklet published	Oct-08
11.4	Preparing and printing info leaflet on one of the HAA priority fields	D4					NO Input from HAA	Information material	Dec-08

Project Management

	1 st Steering Committee meeting	Inception Report							Oct-06
	2 nd Steering Committee meeting	1* Interim Report							Mar-07
	3 rd Steering Committee meeting	2* Interim Report							Oct-07
	4 th Steering Committee meeting	3* Interim Report							Apr-08
	5 th Steering Committee meeting	4* Interim Report							Oct-08
	Final Steering Committee meeting	Final Report					Planned for 19 May 2009		May-June-09

RED ACTIVITY = WILL NOT BE CONDUCTED

BLUE ACTIVITY = ACTIVITY CANCELLED but completed with the assistance of other projects

GREY ACTIVITY = HAS BEEN COMPLETED, the grey box indicates during which reporting period in the past

GREEN ACTIVITY = REMAINS TO BE CONDUCTED BEFORE END OF PROJECT

Annex 3: Minutes from the 1st Steering Committee meeting



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
JOINT RESEARCH CENTRE
Institute for Reference Materials and Measurements

Zagreb, 5th October 2006

CARDS 2004 – CROATIA QUALITY INFRASTRUCTURE

MINUTES

From the First Steering Committee meeting

The Steering Committee meeting was shared for both CARDS 2004 projects, entitled:

- 1/ **Assessment of national priorities for metrology and conformity assessment**
- 2/ **Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System**

Proposed Agenda

Activity	Approx. time
<ul style="list-style-type: none">Welcome word by the Chairperson	5 min
<ul style="list-style-type: none">Steering Committee members' introduction	5 min
<ul style="list-style-type: none">Projects' presentation (Inception phase, plan, implementation):	15 min
1/ Assessment of national priorities for metrology and conformity assessment	
2/ Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System	
<ul style="list-style-type: none">Questions	10 min
<ul style="list-style-type: none">Discuss 1st Reporting period points (Oct '06 – Mar '07)	15 min
<ul style="list-style-type: none">Discussion	15 min
<ul style="list-style-type: none">Agree on the date for the next Steering Committee meeting	5 min

Participants

SC Members			Institution	Position	Note
Ms	Tajana	KESIĆ-ŠAPIĆ	Min. of Economy, Labour and Entrepreneurship	State Secretary	
Ms	Biserka	BAJZEK-BREZAK	HAA	Temporary director	Not present – delegated representative
Ms	Snježana	ZIMA	HZN	Temporary director	
Ms	Liljana	BAŠURA	DZM	Head of PIU	
Mr	Miroslav	BANIĆ	DZM	Head of OMP, PJ Zagreb	
Mr	Mirko	VUKOVIĆ	DZM	Director General	Not present – delegated representative
Mr	Davor	ČILIĆ	Central Office for Development Strategy and Coordination of EU Funds	Deputy State Secretary	Not present – delegated representative
Mr	Lino	FUČIĆ	Min. of Env.pro, Phy.pl. and Construction	Head of section for building construction	Not present – delegated representative
Dr	Sami	SAMARDZIC	Min. of Health and Social Welfare	Head of PIU	Not present – delegated representative
Mr	Dubravka	VLAŠIĆ - PLEŠE	Min. of Foreign Affairs and European Integration	Head of department	
Ms	Božena	VRBANIĆ	State Inspectorate	Deputy Chief Inspector	Not present – delegated representative
Ms	Friederike	WUENSCHMANN	EC Delegation in Zagreb	Sector manager	
Dr	Philip	TAYLOR	EC DG JRC - IRMM	Project Director	
Mr	Nikola	POPOSKI	EC DG JRC - IRMM	Team Leader	

Also attending:

- | | |
|--------------------------|--|
| • Ms Vlasta GACESA-MORIĆ | - Croatian Standards Institute |
| • Ms Maja GUSIĆ | - Croatian Accreditation Agency |
| • Ms Ladislava ČELAR | - Ministry of Economy, Department for IM Coordination |
| • Dr Nineta MAJCEN | - European Commission DG JRC – IRMM |
| • Ms Ani TODOROVA | - European Commission DG JRC – IRMM |
| • Ms Nataša WEISS | - State Inspectorate |
| • Ms Mirna ŠTAJDUHAR | - Central Office for Development Strategy and Coordination of EU Funds |

Notes

- The Chairperson, State Secretary from the Ministry of Economy, Labour and Entrepreneurship, *Ms Kesić-Šapić* welcomed all participants at the first Steering Committee meeting for the CARDS 2004 projects:
 1. *Assessment of national priorities for metrology and conformity assessment (12 months duration), and*
 2. *Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System (36 months duration).*
- Introductory "tour de table" of all attendants followed the welcoming statement.
- The members of the Steering Committee *Ms Božena VRBANIĆ*, *Dr Sami SAMARDŽIĆ*, *Mr Lino FUČIĆ*, *Mr Davor ČILIĆ* were not present, while they have designated respective representatives.
- The Chairperson, *Ms Kesić-Šapić* stressed that the presence of all Steering Committee members would be requested and expected for the following SC sessions.
- Projects' team leader, *Mr Poposki* presented the proposed activities that have been concluded within both projects with the beneficiary institutions during the inception phase.
- Projects' director, *Dr Taylor* has illustrated the importance of the Quality Infrastructure element as a component of the Croatian accession to the EU, putting an accent on the crucial role of direct involvement of all relevant actors and decision-makers in the implementation phase in order to transform the plan into reality.
- The State Secretary, *Ms Kesić-Šapić* has expressed Croatia's Government and her own, full support to the projects and has encouraged all the participants to offer their best contribution in this process.
- Project's manager, *Ms Wünschmann* underlined the fact that having the European Commission as a consultant offers a unique opportunity for the beneficiaries, having in mind for instance the revision process of some core legislation. The Law on technical requirements for products and on conformity assessment is typically one of these points where Commission's inputs while drafting the amendments would be extremely beneficial. As a bottom line, this approach comforts both the Croatian Government and the European Commission as partners in the process of assimilating the "acquis communautaire".
- *Ms Vlašić – Pleše* clarified from the behalf of the Ministry of Foreign Affairs and European Integration, that a first draft of the revised Law on technical requirements for products and on conformity assessment has been circulated through the inter-ministerial consultation channels, but that the proposed text would be subject to further comments and improvements. Proposed assistance in this context would certainly be beneficial to the quality of the final output, before being submitted for adoption to the Parliament.
- From the behalf of the Croatian Accreditation Agency as one of the beneficiaries, *Ms Gusić* expressed management's satisfaction from the cooperation that has been established during the inception phase and the proposed plan as an outcome of this process.
- Presenting the view of one of the beneficiary institutions, the State Office for Metrology, *Ms Bašura* pointed out that the formulated proposals reflect DZM's expectations and that these draft reports offer good basis for further implementation.
- The director of the Croatian Standards Institute, *Ms Zima* (having done considerable efforts in order to attend two parallel meetings) concluded that the suggested planning, as well as the positive interaction with the consultant, is perceived by HZN as a solid ground on the way of achieving the listed objectives.
- Commenting on a positive note the submitted drafts of the inception reports, *Ms Wünschmann* has listed several remarks concerning the textual part, including:
 - Contract's starting date (16th instead of 15th of May 2006);
 - Project Implementation Unit (instead of Project Management Unit on p.10 and further);
 - Listing indicative m/days against suggested activities (this already been included in the latest version of the annexes; but not in the initial one);
 - Copying the paragraph relevant for the Ministry of Economy's role to both draft Inception Reports;

- Adjusting the recommendations part in both draft reports along the same lines.
- In the concluding word, the Chairperson, *Ms Kesić-Šapić* affirmed that she would be extremely supportive to the successful conduct of both projects and encouraged all participants to invest the required efforts in order to achieve the commonly agreed objectives.
- The next Steering Committee meeting on both projects has been scheduled to take place after six months, at the very end of March 2007. At that time, the results from both projects' advances for the first implementation period would be presented through interim reports.
- Furthermore, the final report on the 12 months lasting strategy producing project, entitled "Assessment of national priorities for metrology and conformity assessment", would be subject of a separate Steering Committee session, taking place three weeks before the end of this contract, meaning at the end of April 2007.
- Steering Committee's envisaged sessions are presented in the following table:

Year 2006											
				May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				16th Signature of contracts	1st - 2nd Kick-off meeting	Inception phase...			5th First Steering Committee		
Year 2007											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
		Second Steering Committee	Final SC Strategy in Metrology	End of 12 months contract					Third Steering Committee		
Year 2008											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
		Fourth Steering Committee							Fifth Steering Committee		
Year 2009											
Jan	Feb	Mar	Apr	May							
			Final Steering Committee	End of 36 months contract							

Prepared by: Mr Nikola Poposki (project leader)

Authorised by: Ms Tajana Kesić-Šapić (Steering Committee's chairperson)

Distributed to Steering Committee's members:

Mr Mirko VUKOVIĆ, Ms Snježana ZIMA, Ms Biserka BAJZEK-BREZAK, Mr Miroslav BANIĆ, Ms Liljana BAŠURA, Ms Dubravka VLAŠIĆ – PLEŠE, Mr Davor ČILIĆ, Mr Lino FUČIĆ, Ms Božena VRBANIĆ, Dr Sami SAMARDZIĆ, Dr Philip TAYLOR, Ms Friederike WUENSCHMANN.

Annex 4: Minutes from the 2nd Steering Committee meeting

CARDS Program CROATIA 2004

"Assessment of National Priorities for Metrology and Conformity Assessment"

"Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System"

Second Steering Committee Meeting

Zagreb, Republic of Croatia

10th of May 2007, starting at 10h00

Conference room of the State Office for Metrology (ground floor),
Ulica grada Vukovara 78, Zagreb

The Steering Committee meeting was shared for both CARDS 2004 projects, entitled:

- 1/ Assessment of national priorities for metrology and conformity assessment**
- 2/ Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System**

Proposed Agenda

Activity	Approx. time
• Welcome word by the Chairperson	5 min
• Steering Committee members' introduction	5 min
• Projects' presentation (Inception phase, plan, implementation):	15 min
1/ Assessment of national priorities for metrology and conformity assessment	
2/ Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System	
• Questions	10 min
• Discuss 1st Reporting period points (Oct '06 – Mar '07)	15 min
• Discussion	15 min
• Agree on the date for the next Steering Committee meeting	5 min

Participants

SC Members			Institution	Position	Note
Ms	Tajana	KESIĆ-ŠAPIĆ	Ministry of Economy, Labour and Entrepreneurship	State Secretary	
Mr	Mirko	VUKOVIĆ	DZM	Director General	
Ms	Biserka	BAJZEK-BREZAK	HAA	Director	
Mr	Dragutin	FUNDA	HZN	Director	Not present – delegated Ms Snježana ZIMA
Ms	Vesna	LUČIĆ-REGVAR	DZM	Head of PIU	
Mr	Miroslav	BANIĆ	DZM	Head of OMP, PJ Zagreb	
Mr	Davor	ČILIĆ	Central Office for Development Strategy and Coordination of EU Funds	Deputy State Secretary	Not present – delegated representative
Mr	Lino	FUČIĆ	Ministry of Environmental Protection, Physical Planning and Construction	Head of section for building construction	Not present without delegating representative
Dr	Sami	SAMARDZIC	Ministry of Health and Social Welfare	Head of PIU	Not present without delegating representative
Mr	Dubravka	VLAŠIĆ – PLEŠE	Ministry of Foreign Affairs and European Integration	Head of department	Not present – delegated representative
Ms	Božena	VRBANIĆ	State Inspectorate	Deputy Chief Inspector	Not present – delegated representative
Ms	Friederike	WÜNSCHMANN	EC Delegation in Zagreb	Sector manager	
Dr	Philip	TAYLOR	EC DG JRC - IRMM	Project Director	
Mr	Nikola	POPOSKI	EC DG JRC - IRMM	Team Leader	

Also attending:

- Ms Snježana ZIMA - Croatian Standards Institute, Deputy Director
- Ms Ladislava ČELAR - Ministry of Economy, Department for IM Coordination
- Ms Maja GUSIĆ - Croatian Accreditation Agency
- Ms Mirna ŠTAJDUHAR - Central Office for Development Strategy and coordination of EU Funds
- Ms Nataša WEISS - State Inspectorate

Notes

- The Chairperson, State Secretary at the Ministry of Economy, Labour and Entrepreneurship, *Ms Tajana Kesić-Šapić* welcomed all participants at the second Steering Committee meeting for the CARDS 2004 projects:
 1. *Assessment of national priorities for metrology and conformity assessment (12 months duration), and*
 2. *Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System (36 months duration).*

- The members of the Steering Committee Dr Sami SAMARDŽIĆ and Mr Lino FUČIĆ were absent without delegating any representatives from their Ministries.
- Ms Božena VRBANIĆ and Mr Davor ČILIĆ were not present, while they have designated respective representatives.
- *Mr Nikola Poposki* presented the stages that have been achieved in the implementation of both projects within the first six months period:
 - Expressing the concerns that have been triggered by stakeholders' inputs in the consultation process on the National Strategy. Hence, the requirements stipulating the separation of different functions (regulatory, market surveillance...) should not necessarily be interpreted as imposing an obligation for creating new institutions;
 - Explaining that it was commonly agreed to extend the Strategy producing project for a three months period. The later will now end on the 15th of August 2007. Relatively slower interactions within the Working Group and sometimes insufficient feed-backs from stakeholders have contributed to the delays. However, the remaining time would be used to steer the inputs while finalising the Strategic analysis part and deriving a sound investment strategy that will reflect end-users needs and national priorities.
 - Emphasising that the ambitious plan for the following six months (including the summer holidays period), would require a dynamic interaction on each one of the intervention fields (metrology, standardisation, accreditation and conformity assessment);
 - Attention was brought to the fact that the launched revision of the Metrology Act under urgent procedure, before concluding the Strategic analysis process, had affected the logical sequencing of the activities. However, the future organization of the national metrology system that is stipulated under the revised Metrology Act appears as a convenient and least painful compromise. As a key feature, the text provides a framework for the establishment of the Croatian Metrology Institute (HMI). The later would be performing the tasks in the scientific field, while the regulatory functions would in principle remain within the State Office for Metrology.
- *Mr Mirko Vukovic* explained that DZM's management is in favour of a longer-run tendency that would steer the reorganisation towards a gradual shift of competencies in the regulatory field to existing institutions (including for instance the State Inspectorate, the Ministry of Economy, Labour and Entrepreneurship etc.). This evolution would avoid any radical disturbances within the existing organisation, but still be supportive to the adaptation of the National metrology system in line with National needs and European requirements.
- It was finally agreed that the existence of two institutions acting in the metrology field in the country is not the most cost-effective alternative. However, it can still be considered as the most appropriate while taking into account the social dimension of the reform. Hence, the model will eventually evolve on the longer-run to what is described as optimum within the Impact assessment exercise.
- *Ms Friederike Wünschmann* insisted on the importance of avoiding any misinterpretations of the benchmarks, being set for the opening of the EU accession negotiations under the Chapter 1: Free Movement of Goods.
- *Ms Biserka Bajzek-Brezak* complemented the observations by concluding that the final decision on the organisation of the National metrology system would have to address in the best possible manner its effectiveness and efficiency dimensions.
- Projects' director, *Dr Philip Taylor* has emphasised the importance of taking into account the evolutions in the wider European and global Metrology landscape, while making strategic decisions on the National playground.
- The Chairperson, *Ms Tajana Kesić-Šapić* draw a parallel between encountered dilemmas on the expected outcome of the current revision of the Metrology Act and the legislation drafting process on SME's. Thus, the optimal solution (resulting from an impact assessment exercise) does not necessarily have to be chosen immediately. Under constraints, it would be wise to align the decisions by taking into account complementary factors, such as: available financial resources, social expenses etc.

- Finally, it was agreed that the next Steering Committee will be the final one for the Strategy producing project. It was suggested to be held on the 19th of September.
- Steering Committee's envisaged sessions are presented in the following table:

Year 2006											
				May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				15th Signature of contracts	1st - 2nd Kick-off meeting	Inception phase...			First Steering Committee		
Year 2007											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				Second Steering Committee			End of Strategy	Final SC on Strategy	Third Steering Committee		
Year 2008											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
		Fourth Steering Committee							Fifth Steering Committee		
Year 2009											
Jan	Feb	Mar	Apr	May							
			Final Steering Committee								

Prepared by: Mr Nikola Poposki (project leader)

Authorised by: Ms Tajana Kesić-Šapić (Steering Committee's chairperson)

Distributed to Steering Committee's members:

Mr Mirko VUKOVIĆ, Ms Biserka BAJZEK-BREZAK, Mr Dragutin FUNDA, Mr Miroslav BANIĆ, Ms Vesna LUČIĆ-REGVAR, Ms Dubravka VLAŠIĆ – PLEŠE, Mr Davor ČILIĆ, Mr Lino FUČIĆ, Ms Božena VRBANIĆ, Dr Sami SAMARDZIĆ, Dr Philip TAYLOR, Ms Friederike WUENSCHMANN.

Annex 5: Minutes from the 3rd Steering Committee meeting

CARDS Program CROATIA 2004

"Assessment of National Priorities for Metrology and Conformity Assessment"

"Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System"

Minutes from the Third Steering Committee Meeting

Zagreb, Republic of Croatia

3rd of October 2007, starting at 09h00

Conference room of the State Office for Metrology (ground floor),
Ulica grada Vukovara 78, Zagreb

The Steering Committee meeting was shared for both CARDS 2004 projects, entitled:

- 1/ Assessment of national priorities for metrology and conformity assessment**
- 2/ Development of National Metrology, Standardisation, Conformity Assessment and**

Activity	Approx. time
1/ Welcome word (Chairperson)	5 min
2/Final Steering Committee meeting – for the Project entitled: <i>Assessment of national priorities for metrology and conformity assessment</i>	
• Presenting the final report and achieved results (Team Leader)	15
3/ Third Steering Committee meeting – for the Project entitled: <i>Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System</i>	
• Activities during the Second reporting period (Apr 2007 – Sep 2007) (Team Leader)	5 min
• Planning for the Third reporting period (Oct 2007 – Mar 2008) (Team Leader)	5 min
4/ Steering Committee members' questions and observations	20 min
5/ Agree on the date for next Steering Committee	5 min

Accreditation System

Proposed Agenda

SC Members			Institution	Position	Note
Ms	Tajana	KESIĆ-ŠAPIĆ	Ministry of Economy, Labour and Entrepreneurship	State Secretary	Not present
Mr	Mirko	VUKOVIĆ	DZM	Director General	
Ms	Biserka	BAJZEK-BREZAK	HAA	Director	Not present – delegated Ms Maja GUSIĆ
Mr	Dragutin	FUNDA	HZN	Director	Not present – delegated Ms Snježana ZIMA
Ms	Vesna	LUČIĆ-REGVAR	DZM	Head of PIU	
Mr	Miroslav	BANIĆ	DZM	Head of OMP, PJ Zagreb	
Mr	Davor	ČILIĆ	Central Office for Development Strategy and Coordination of EU Funds	Deputy State Secretary	Not present – delegated Ms Mirna ŠTAJDUHAR
Mr	Lino	FUČIĆ	Ministry of Environmental Protection, Physical Planning and Construction	Head of section for building construction	Not present without delegating representative
Dr	Sami	SAMARDZIC	Ministry of Health and Social Welfare	Head of PIU	Not present without delegating representative
Mr	Dubravka	VLAŠIĆ – PLEŠE	Ministry of Foreign Affairs and European Integration	Head of department	
Ms	Božena	VRBANIĆ	State Inspectorate	Deputy Chief Inspector	Not present – delegated representative
Ms	Constantino	LONGARES BARRIO	EC Delegation in Zagreb	Head of Operations	
Dr	Philip	TAYLOR	EC DG JRC - IRMM	Project Director	
Mr	Nikola	POPOSKI	EC DG JRC - IRMM	Team Leader	

Participants

Also attending:

- Mr Lino Molteni
- Ms Snježana ZIMA
- Ms Maja GUSIĆ
- Ms Mirna ŠTAJDUHAR
- Ms
- Ms Ani Todorova
- Dr Nineta Majcen
- Delegation of the European Commission to the Republic of Croatia
- Croatian Standards Institute, Deputy Director
- Croatian Accreditation Agency
- Central Office for Development Strategy and Coordination of EU Funds
- State Inspectorate
- European Commission DG JRC - IRMM
- European Commission DG JRC - IRMM

Notes

- The Chairperson, State Secretary at the Ministry of Economy, Labour and Entrepreneurship, *Ms Tajana Kesic-Šapic* being prevented from attending the Steering Committee meeting at the last moment (due to parallel Parliamentary session concerning legislation in her field of competence), it was the Director of the State Office for Metrology, Mr *Mirko Vukovic*, who welcomed all attendants at the third Steering Committee meeting for the CARDS 2004 projects:

3. *Assessment of national priorities for metrology and conformity assessment (12 months duration), and*

4. *Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System (36 months duration).*

- Unavailability of most of the SC members during September is at the origin of postponing the originally planed separate *Concluding Steering Committee session* on the (one year) strategy producing project. As a consequence, this meeting merges (as the two previous ones) both projects' SC into a single session.
- The members of the Steering Committee Dr Sami SAMARDŽIĆ and Mr Lino FUČIĆ were absent without delegating any representatives from their Ministries.
- On the other hand, Ms Biserka BAJZEK-BREZAK, Mr Dragutin FUNDA, Ms Božena VRBANIĆ and Mr Davor ČILIĆ were not present, while they have all delegated respective representatives.
- Based on the proposed agenda, *Mr Poposki* presented the key features of the completed Strategy producing project, entitled "*Assessment of national priorities for metrology and conformity assessment*". In the interest of time (and since the achievements would be subject to the following presentation at the Hotel International), the emphasis was on the aspects that have negatively affected the process:
 - Besides largely predetermined amendments to the Metrology Act - based essentially on key National stakeholders' expectations - the extensive delays in the adoption phase have negatively affected the logical sequencing of the activities;
 - The latter, in addition to the compromised provision of reliable and comparable data for the conduct of the Impact Assessment exercise, shadowed the crucial evidences from the strategic analysis part – those pointing out that critical deficiency of the existent metrology system lay within *competences* rather than *organisational structure*.
 - The level of involvement of competent Ministries in matters affecting *horizontal dimension* - of critically important areas for the European integration process - still requires substantial improvements.

On the other hand, the entire strategy formulation process has created positive synergies between metrology stakeholders on the National level, while providing ground for further constructive interactions.

In addition, complementary assistance would be provided through training beneficiary institution's staff members in the Impact assessment field within the larger related project. Further development of Human Resources is also in the focus of the Metrology in Chemistry action filed. The efforts in this sense are meant to support the implementation phase of the National Strategy in the field of Metrology.

The observation that the CARDS 2004 supply component has manifestly been identified as fully compatible with the nationally defined strategic priorities is as important, as the fact that proper implementation includes fulfilling all conditionality criteria from the design-phase. Adequate designation of respective laboratories by the State Office for Metrology is an integral part of this process.

- Concerning the complementary CARDS programme 2004 project, entitled "*Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System*", the following aspects have been emphasised while reporting on the 2nd implementation phase period:
 - Factual impossibility to establish contact with the manager of the Croatian Standards Institute is a handicap to the entire assistance in this action field. All efforts to draw manager's attention to the on-going project and the importance of HZN-driven activities in this sense have remained vain. While understanding that heavy working schedule on several fields imposes constraints on availability, progress can certainly be achieved by simply delegating tasks to relevant staff members.
 - The on-going activities linked to the Accreditation and MiC components would enter a new dimension with the coming assessments in HAA pilot-laboratories.
 - The dynamic of the programmed assistance in the Metrology field has been - and increasingly more would be dependant on the developments in amending the legal framework.

Regarding the next implementation period (October 2007 – March 2008) the activities are aligned with the overall planning and cover envisaged assistance to HZN in the view of fulfilling the CEN/CENELEC membership requirements, as well as training for Croatian assessors, pilot-laboratories and practitioners in MiC related priority fields.

- *Mr Longares Barrio*, as Head of Operations at the DEC had the opportunity to introduce to all participants *Mr Lino Molteni* as a new manager of the project at the level of the Delegation of the European Commission.
Expressing expectations from the impact of the formulated National Strategy in the field of Metrology, *Mr Longares Barrio* emphasised the importance of adopting the document at Parliamentary level - confirming this way the commitment to achieve programmed objectives and fulfilling the negotiation process' benchmarks.
- *Mr Vukovic* expressed certain reserves regarding the dynamics of this process. Namely underlining that any adoption would be primarily subject to approval from the Ministry of Finance, before it can be submitted at the Governmental level. Hence, the context of the investment components needs to be properly communicated in order to potentially obtain Ministerial visa.
- *Ms Vlašić – Pleše*, affirmed in this respect that the Ministry of Foreign Affairs and European Integration is envisaging submitting the Strategy for Governmental approval without further delays. In the same perspective, the amended Metrology Act is expected to be adopted by the Parliament. Hence, the fulfilment of the benchmarks - being set for the opening of the EU accession negotiations under the Chapter 1: Free Movement of Goods - remains high on the agenda.
- After asking for any additional comments and/or conclusions (and observing none), *Mr Vukovic* invited all the members of the Steering Committee to join the presentation on the National Strategy in the field of Metrology, that was taking place as a follow-up activity at the nearby Hotel International.
- Finally, it was agreed that the next Steering Committee meeting - this time only on the larger project entitled "*Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System*" - would be held on the 5th of March 2008.

- Steering Committee's envisaged sessions are presented in the following table:

Year 2006											
				May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				15th Signature of contracts	1st - 2nd Kick-off meeting	Inception phase...			First Steering Committee		
Year 2007											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				Second Steering Committee			End of Strategy		Third Steering Committee		
Year 2008											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
		Fourth Steering Committee							Fifth Steering Committee		
Year 2009											
Jan	Feb	Mar	Apr	May							
			Final Steering Committee								

Prepared by: Mr Nikola Poposki

Authorised by: Mr Constantino Longares Barrio

Distributed to Steering Committee's members:

Ms Tajana KESIĆ-ŠAPIĆ (Steering Committee's chairperson), Mr Mirko VUKOVIĆ, Ms Biserka BAJZEK-BREZAK, Mr Dragutin FUNDA, Mr Miroslav BANIĆ, Ms Vesna LUČIĆ-REGVAR, Ms Dubravka VLAŠIĆ – PLEŠE, Mr Davor ČILIĆ, Mr Lino FUČIĆ, Ms Božena VRBANIĆ, Dr Sami SAMARDZIĆ, Dr Philip TAYLOR, Mr Lino MOLTENI

Annex 6: Minutes from the 4th Steering Committee meeting

CARDS Program CROATIA 2004

"Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System

Minutes from the 4th Steering Committee Meeting

Zagreb, Republic of Croatia

24 April 2008, starting at 09h00

Conference room of the Croatian Accreditation Agency (ground floor),
Ulica grada Vukovara 78, Zagreb

Agenda

Activity	Approx. time
1/ Welcome word (Chairperson)	5 min
2/ Third Steering Committee meeting – for the Project entitled: <i>Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System</i>	
• Activities during the Third reporting period (Oct 2007 – Apr 2008) (Team Leader)	10 min
• Planning for the Fourth reporting period (Apr 2008 – Oct 2008) (Team Leader)	10 min
4/ Steering Committee members' questions and observations	20 min
5/ Agree on the date for next Steering Committee	5 min

Participants

SC Members			Institution	Position	Note
Ms	Tajana	KESIĆ-ŠAPIĆ	Ministry of Economy, Labour and Entrepreneurship	State Secretary	
Mr	Mirko	VUKOVIĆ	DZM	Director General	
Ms	Biserka	BAJZEK-BREZAK	HAA	Director	
Mr	Dragutin	FUNDA	HZN	Director	Not present – delegated Mr Zoran SMILJANIĆ
Ms	Vesna	LUČIĆ-REGVAR	DZM	Head of PIU	
Mr	Miroslav	BANIĆ	DZM	Head of OMP, PJ Zagreb	
Mr	Hrvoje	DOLENEC	Central Office for Development Strategy and Coordination of EU Funds	Deputy State Secretary	Not present – delegated Ms Patricia POPOVIĆ
Mr	Lino	FUČIĆ	Ministry of Environmental Protection, Physical Planning and Construction	Head of section for building construction	Not present
Dr	Sami	SAMARDZIC	Ministry of Health and Social Welfare	Head of PIU	Not present
Mr	Dubravka	VLAŠIĆ – PLEŠE	Ministry of Foreign Affairs and European Integration	Head of department	Not present – delegated Ms Carmen CULI
Ms	Božena	VRBANIĆ	State Inspectorate	Deputy Chief Inspector	Not present – delegated Ms Vedrana FILIPOVIĆ
Mr	Lino	MOLTENI	EC Delegation in Zagreb	Project Manager	
Dr	Philip	TAYLOR	EC DG JRC - IRMM	Project Director	Not present
Mr	Nikola	POPOSKI	EC DG JRC - IRMM	Team Leader	

Also attending:

- Ms Patricia POPOVIĆ
 - Ms Vedrana FILIPOVIĆ
 - Mr Zoran SMILJANIĆ
 - Ms Carmen CULI
 - Dr Davor ZVIZDIĆ
- Central Office for Development Strategy and Coordination of EU Funds
 - State Inspectorate
 - Croatian Standards Institute
 - Ministry of Foreign Affairs and European Integration
 - Head of National calibration laboratory for process measurements (temperature and pressure)

Notes

- The Chairperson, State Secretary at the Ministry of Economy, Labour and Entrepreneurship, *Ms Kesić-Šapić* initiated the meeting with a welcome word.
- The members of the Steering Committee Dr Sami SAMARDŽIĆ, Mr Lino FUČIĆ and Dr Philip TAYLOR were absent.
- Based on the proposed agenda, *Mr Poposki* presented the key features of the conducted activities during the last six months period, while introducing the agreed plan for the following reporting period (April – October 2008). The list of activities that would be conducted in the period April-October has been developed as presented in the 3rd Interim report. The critical observations concerned:
 - Delays in adoption of the National Strategy for Metrology and establishment of the HMI (e.g. designation of a director, staff allocation etc.)
 - Delays in the selection process of national reference laboratories in Metrology in Chemistry (as a final step in a DZM driven process)
 - Risks of insufficient interest and involvement from the relevant ministries having competences linked to conformity assessment
 - Need for continued support to the conduct of programmed activities by HZN management
 - Coordination of efforts between beneficiaries and other relevant stakeholders (e.g. reference laboratories, ILC,CA workshops, PIU)

NB: provided PowerPoint presentation.

- *Mr Vuković* reminded that the adoption process of the National strategy follows the approval pattern including compulsory (repeated) consultation of relevant ministries. The Ministry of Economy, Labour and Entrepreneurship is steering this process and by end of May 2008 the text should be subject to Governmental approval. In addition, it has been explained that the practical steps towards the establishment of the HMI are under competence of the Ministry of Science, Education and Sports. As far as the designation process of national reference laboratories in MiC is concerned, the publication of the call is expected to be done before in the following days and therefore the Evaluation Committee can meet in the course of May 2008.
- *Ms Bajzek-Brezak and Dr Zvizdić* requested a copy of the presentation in order to be able to visualise the graphic presentation of the National system according to the amended Metrology Act.
- *Mr Vuković* mentioned the need to officialise as soon as possible the Investment Strategy that has been produced in the strategy development process in 2007. The latter has been included as deliverable in the National programme for the current year.
- In the context of the investment strategy, *Mr Poposki* stated the importance of making a clear distinction between needs for investments in metrology infrastructure according to envisaged sources of financing (e.g. national budget, proper institutional income, potential EU funding etc.). Thus the relevance of distinct projects should be considered through the rationale: "for whom is it needed?", and if EU funding is sought "what is the relation with the EU Acquis".
- *Mr Vuković* concluded that considering the relatively modest resources that are needed for the fulfilment of programmed investments for the period 2008-2013, it would be reasonable to assume that the state budget would be the essential source of funding for the Investment Strategy. Including these figures in the financial plan can therefore be considered as feasible.

The concrete steps in this direction would however depend on the management of the future HMI (once the institution would be established), as well as a potential strengthening of the PIU. HMI should be established by the end of June (appointment of Director, etc.) subsequently to the submission of the Strategy, although a fully functional institute cannot be expected to be in place before the end 2008/beginning 2009.

- *Mr Poposki* reiterated the concept that the setup of HMI, as well the Investment Strategy, are not as such stemming from an EU demand or direct consequence of EU Acquis, or pre-conditions raised by the EC. They are emerging from internal dynamics answering to the need of Croatia Quality Infrastructure.
- *Ms Kesić-Šapić* confirmed that for the time being it would be premature and unrealistic to consider any other source of funding than the State budget or other national resources.
- *Mr Molteni* emphasised the perspective of the DEC that would clearly take into account the formerly defined criteria for future evaluations of incoming project proposals aiming at further development of metrological infrastructure.
- Finally, two dates have been proposed for the next Steering Committee meeting "*Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System*":
 - 15th October 2008
 - 22nd October 2008

NB: *Dr Sami Samardžić* has informed on the 23rd of April 2008 by E-mail the PIU at the State Office for Metrology that ***Ms Julija Lipozenčić*** has been assigned at the position of Head of Unit for project implementation at the ***Ministry for Health and Social Welfare***. As a consequence, *Ms Lipozenčić* will in future represent the ministry within the Steering Committee.

- Steering Committee's envisaged sessions are presented in the following table:

Year 2006											
				May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				15th Signature of contracts	1st - 2nd Kick-off meeting	Inception phase...			First Steering Committee		
Year 2007											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				Second Steering Committee			End of Strategy		Third Steering Committee		
Year 2008											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
			Fourth Steering Committee						Fifth Steering Committee		
Year 2009											
Jan	Feb	Mar	Apr	May							
			Final Steering Committee								

Prepared by: Mr Nikola Poposki

Authorised by: Ms Tajana KESIĆ-ŠAPIĆ (Steering Committee's chairperson)

Distributed to Steering Committee's members:

Mr Mirko VUKOVIĆ, Ms Biserka BAJZEK-BREZAK, Mr Dragutin FUNDA, Mr Miroslav BANIĆ, Ms Vesna LUČIĆ-REGVAR, Ms Dubravka VLAŠIĆ – PLEŠE, Mr Hrvoje DOLENEC, Mr Lino FUČIĆ, Ms Božena VRBANIĆ, Ms Julija LIPOZENČIĆ, Dr Philip TAYLOR, Mr Lino MOLTENI

Annex 7: Minutes from the 5th Steering Committee meeting

CARDS Program CROATIA 2004

"Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System

Minutes from the 5th Steering Committee Meeting

Zagreb, Republic of Croatia

22 October 2008, starting at 09h00

Conference room of the Croatian Accreditation Agency (ground floor),
Ulica grada Vukovara 78, Zagreb

Agenda

Activity	Approx. time
1/ Welcome word (Chairperson)	5 min
2/ Fifth Steering Committee meeting – for the Project entitled: <i>Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System</i>	
• Activities during the Fourth reporting period (Apr 2008 – Oct 2008) (Team Leader)	10 min
• Planning for the Fifth reporting period (Oct 2008 – Apr 2009) (Team Leader)	10 min
4/ Steering Committee members' questions and observations	30 min
5/ Agree on the date for next Steering Committee	5 min

Participants

SC Members			Institution	Position	Note
Ms	Tajana	KESIĆ-ŠAPIĆ	Ministry of Economy, Labour and	State Secretary	Not present
Mr	Mirko	VUKOVIĆ	DZM	Director General	
Ms	Biserka	BAJZEK-BREZAK	HAA	Director	
Mr	Dragutin	FUNDA	HZN	Director	Not present – delegated

Ms	Vesna	LUČIĆ-REGVAR	DZM	Head of PIU	
Mr	Miroslav	BANIĆ	DZM	Head of OMP, PJ Zagreb	
Mr	Hrvoje	DOLENEC	Central Office for Development	Deputy State Secretary	Not present – delegated
Mr	Lino	FUČIĆ	Ministry of Environmental	Head of section for building	Not present
Dr	Julija	LIPOZENČIĆ	Ministry of Health and Social Welfare	Head of PIU	Not present
Mr	Dubravka	VLAŠIĆ – PLEŠE	Ministry of Foreign Affairs and European	Head of department	
Ms	Božena	VRBANIĆ	State Inspectorate	Deputy Chief Inspector	Not present
Mr	Lino	MOLTENI	EC Delegation in Zagreb	Project Manager	
Dr	Philip	TAYLOR	EC DG JRC - IRMM	Project Director	Not present
Mr	Nikola	POPOSKI	EC DG JRC - IRMM	Team Leader	

Also attending:

- 1 Ms Patricia POPOVIĆ - Central Office for Development Strategy and Coordination of EU Funds
- 2 Mr Snježana ZIMA - Croatian Standards Institute
- 3 Mr Miran Škerl - Ministry of Economy, Labour and Entrepreneurship

Notes

The Chairperson, State Secretary at the Ministry of Economy, Labour and Entrepreneurship, *Ms Kesić-Šapić* was prevented from attending by an obligation to assist to a Parliamentary session in the morning. She authorised the team leader to proceed with the Steering Committee meeting and communicate the minutes.

The following members of the Steering Committee were absent: Ms Julija LIPOZENČIĆ, Mr Lino FUČIĆ, Ms Božena VRBANIĆ and Dr Philip TAYLOR.

Based on the proposed agenda, *Mr Poposki* presented the status of the programmed activities for the last six months period. The planning for the final reporting period (October 2008 – April 2009) was derived. The list of activities is presented in the 4th Interim report. The principal remaining challenges concern:

Delays in the establishment of the Croatian Metrology Institute - HMI
(e.g. designation of a director, staff allocation etc.)

The Ministry of Science, Education and Sports has the competence in this field. Efforts to obtain information on the current status of the file ended without success. Depending on the Ministry's decision the assistance targeting the HMI could be redirected to the other components.

Assist newly designated national reference labs in MiC.

The conduct of the remaining activities linked to the Metrology in Chemistry

component are focused on specific knowledge transfer to Croatian practitioners. Assisting the conduct of inter-laboratory comparisons in strategically important fields is another key element in this context.

Conformity assessment workshops

The Ministry of Economy, Labour and Entrepreneurship is expected to determine the priority areas in order to be able to organise the specific sessions.

HZN fulfilling CEN/CENELEC membership requirements

Following a long period without any progress, the management of the Croatian Standards Institute has manifested the willingness to conduct the programmed activities. A series of working visits to member states' Standards Bodies have been organised during the 4th reporting period. They are designed to allow HZN staff to become familiar with practices in fellow organisations with the EU and fulfilment of membership requirements to European organisations. The coordinator for the last reporting period has been changed. Ms Snjezana Zima would be leading the HZN delegations through the remaining sessions. The entire management is expected to be involved in the strategy development process. Delays have been experienced in relevant activities in support of HZN during the reporting period.

Public awareness materials

Beneficiaries are expected to be involved and dedicated to the elaboration process.

HAA peer-assessment

The activity has been postponed to the end of this project since the last assessment was conducted two years ago within a CARDS 2003 project.

Witnessing assessments

The remaining assessments of laboratories from the programmed list will be conducted in Croatia, as well as in member states. HAA is expected to provide the planning details after agreeing on practicalities with the pilot-laboratory (for the assessment in Croatia) and fellow accreditation bodies (for the assessments in the member states).

NB: provided PowerPoint presentation.

Ms Zima emphasised her regrets for the time that was lost in the past without making any progress at the HZN level. Still, she expressed the readiness of HZN staff to deal with tough deadlines and capitalise the most from the remaining time and activities. Ms Zima considered that the management is now determined to devote all necessary resources to complete all envisaged activities in this final reporting period.

Ms Bajzek-Brezak explained that the HAA strategy elaborated within the project was adopted by the Administrative Board in June 2008. The first report on the implementation progress will be presented in November 2008. The peer-assessment within the project is envisaged for the first quarter of 2009. Suggestions for assessor will be shortly communicated. She has also informed the attendants that an evaluation of HAA will be conducted by the EA in the course of 2009. Two laboratories acting in the air emissions and waste fields in Slovenia present opportunities for witnessing assessments. Also an inspection body for organic farming has been identified.

Ms Vlašić – Pleše expressed satisfaction from the opening of accession negotiations under the chapter 1: free movement of goods. MFAEI is having a close cooperation with MELE on legislation approximation, as for instance on the Law on technical requirements for products and on conformity assessment. *Ms Bajzek-Brezak* added that the Law on accreditation has also been screened as part of the horizontal legislation.

Mr Škerl stated that in this context EC DG Enterprise and Industry is expected to provide recommendations for possible amendments to the horizontal legislation. A screening session has been envisaged for January 2009 in Brussels. The Ministry of Economy, Labour and Entrepreneurship envisages redrafting the Law on technical requirements for products and on conformity assessment. Additional assistance in the framework of the current project would be beneficial in this context. The new text is expected to be submitted to the Sabor in March 2009. Also, the ordinance on CE marking is in a preparation phase. Translation issues have emerged in the past – as in the case of the regulation on notification. They are on the way to be solved. *Ms Vlašić – Pleše* emphasised that such issues did not concern any of the horizontal laws and that their translations are fully reliable.

Mr Molteni emphasised the importance of the report's recommendations in the context of successful completion of activities within all components of the project. Activities linked to the standardisation field are expected to be completed. Mr Molteni underlined that progress within the project contributed to the opening of accession negotiations under chapter 1. He expressed his expectation that the PIU meetings will benefit all attendants, while providing a panel for regular exchange between all stakeholders. For this reason it is very important that the head of the PIU is systematically provided with relevant information. Deficiencies in this sense need to be addressed. Concerning the status of the HMI establishment, Mr Molteni suggested requesting information on the stage of decision-making process at the Ministry of Science, Education and Sport. CODEF offered to verify the status of the decision with the Ministry of Science, Education and Sport.

Mr Vuković considered that the progress within the metrology component was in line with his expectations. He stated that comments are expected from the EC DG Enterprise and Industry regarding transposition of the Measuring Instruments directive. Additional assistance in this context can be beneficial. DZM is favouring the possibility to use the services of the consultants participating in the previous phases of drafting legislation in the field.

Ms Lučić-Regvar exposed the PIU view by explaining the difficulties in ensuring flow of information on the state-of-art in different components. From this perspective, it is difficult to understand the rationale of the evolutions within beneficiary institutions. This is further obstructed by the change of coordinating persons. Therefore, information to the PIU is often provided by the most indirect channels, while creating extra workload. *Ms Bajzek-Brezak* suggested identifying concrete sources of concerns and proposing solutions rather than generalizing the observations. *Ms Lučić-Regvar* concluded that the focus of project activities in the last reporting period has been shifted to the accreditation, standardisation and conformity assessment components. The PIU (being delocalized) faced consequently more difficulties in gathering substantial information.

Mr Molteni observed that the last Steering Committee meeting was envisaged to be combined with a national workshop.

Finally, two dates have been chosen as indicative for the last Steering Committee meeting: 24th of March or 1st of April 2009.

Steering Committee's meetings are presented in the following table:

Year 2006											
				May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				15th Signatur e of contracts	1st - 2nd Kick-off meeting	Inceptio n phase...			First Steering Committ ee		
Year 2007											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				Second Steering Committ ee			End of Strateg y		Third Steering Committ ee		
Year 2008											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
			Fourth Steering Committ ee						Fifth Steering Committ ee		
Year 2009											
Jan	Feb	Mar	Apr	May							
			Final Steering Committ ee								

Prepared by: Mr Nikola Poposki

Authorised by: Mr Lino MOLTENI

Distributed to Steering Committee's members:

Ms Tajana KESIĆ-ŠAPIĆ (Steering Committee's chairperson), Mr Mirko VUKOVIĆ, Ms Biserka BAJZEK-BREZAK, Mr Dragutin FUNDA, Mr Miroslav BANIĆ, Ms Vesna LUČIĆ-REGVAR, Ms Dubravka VLAŠIĆ – PLEŠE, Mr Zvonimir SAVIĆ, Mr Lino FUČIĆ, Ms Božena VRBANIĆ, Ms Julija LIPOZENČIĆ, Dr Philip TAYLOR

Annex 8: Minutes from the 6th (final) Steering Committee meeting

CARDS Program CROATIA 2004

"Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System

Minutes from the last Steering Committee Meeting

Zagreb, Republic of Croatia

19 May 2009, starting at 09h00

Conference room of the Croatian Accreditation Agency (ground floor),
Ulica grada Vukovara 78, Zagreb

Agenda

Activity	Approx. time
1/ Welcome word (Chairperson)	5 min
2/ Fifth Steering Committee meeting – for the Project entitled: <i>Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System</i>	
• Activities during the Fifth reporting period (Oct 2008 – May 2009) (Team Leader)	10 min
• Project conclusions and recommendations (Oct 2006 – June 2009) (Team Leader)	10 min
4/ Steering Committee members' questions and observations	30 min
5/ Conclude the work of the Steering Committee	5 min

Participants

SC Members			Institution	Position	Note
Ms	Tajana	KESIĆ-ŠAPIĆ	Ministry of Economy, Labour and	State Secretary	
Mr	Krešimir	BUNTAK	DZM	Director General	Not present
Ms	Biserka	BAJZEK-BREZAK	HAA	Director	
Mr	Dragutin	FUNDA	HZN	Director	Not present – delegated
Ms	Vesna	LUČIĆ-REGVAR	DZM	Head of PIU	

Mr	Miroslav	BANIĆ	DZM	Head of OMP, PJ Zagreb	
Mr	Hrvoje	DOLENEC	Central Office for Development	Deputy State Secretary	Not present – delegated
Mr	Lino	FUČIĆ	Ministry of Environmental	Head of section for building	Not present
Dr	Julija	LIPOZENČIĆ	Ministry of Health and Social Welfare	Head of PIU	Not present
Mr	Dubravka	VLAŠIĆ – PLEŠE	Ministry of Foreign Affairs and European	Head of department	Not present – delegated
Ms	Božena	VRBANIĆ	State Inspectorate	Deputy Chief Inspector	Present
Mr	Lino	MOLTENI	EC Delegation in Zagreb	Project Manager	Not present
Dr	Philip	TAYLOR	EC DG JRC - IRMM	Project Director	
Ms	Ani	TODOROVA	EC DG JRC - IRMM	Team Leader	

Also attending:

- 4 Ms Snježana ZIMA- Croatian Standards Institute
- 5 Ms Draženka HARAMINCIC – FAKLES – Croatian Accreditation Agency
- 6 Ms Patricia POPOVIĆ - Central Office for Development Strategy and Coordination of EU Funds

Notes

The Chairperson, State Secretary at the Ministry of Economy, Labour and Entrepreneurship, *Ms Kesić-Šapić* opened the meeting and presented the agenda.

The following members of the Steering Committee were absent: Krešimir BUNTAK, Dragutin FUNDA, Lino FUČIĆ and Julija LIPOZENČIĆ. A late notice given to Mr Lino MOLTENI during his leave from the office by 18th May 2009 prevented his participation in the meeting.

Based on the proposed agenda, *Ms Todorova* informed about the administrative changes in the project and presented the status of the programmed activities for the **fifth reporting period** (October 2008 – June 2009):

- The project implementation period has been extended by a month (until 15th June 2009)
- 10 capacity building activities, 13 human resources development activities and 4 awareness raising activities have been completed
- The completed activities are distributed by intervention field as follows: metrology – 4 ½, standardization – 12, conformity assessment – ½, accreditation – 7
- Main deliverables of the Capacity Building component include:
 - Review of the Standardisation Law
 - Further support to the review of the Law on Technical Requirements to the Products & legislation transposing Measurement Instruments Directive and pre-packages directives
 - Positive results of the pre-audit of HZN application to CEN/CENELEC
- Within the Human Resources Development component, knowledge transfer has been provided to:
 - Standardization – working sessions at 5 EU national standards bodies

- Metrology & Accreditation – ILC workshops and assessment of laboratories
- Conformity assessment – 3 workshops on topics selected by the beneficiaries
- Two events have been scheduled within the Awareness Raising component:
 - 1st April 2009 – standardisation awareness event
 - 20th May 2009 – final project event.
- Some risks previously reported to the Steering Committee have been confirmed. As a result, several activities have been cancelled.
- Detailed information on activities is provided in the draft final report which includes the 5th interim report.

NB: provided PowerPoint presentation.

Ms Bajzek-Brezak expressed her satisfaction with the conducted activities. The training was very useful to HAA staff. She identified the up-date of HAA strategy as the most valuable project contribution.

Ms Zima acknowledged the progress in standardization-oriented activities. Project interventions regarding the review of the standardization law and the pre-audit of HZN application for CEN/CENELEC membership were extremely useful. She thanked the project team for organizing the mission of Ms Radonice who provided an important assistance.

Mr Banić highlighted the importance of activities in the field of Metrology in Chemistry.

Ms Todorova presented the **overall project results**:

- In overall, project specific objectives have been largely achieved
- 49 activities have been conducted out of 66 initially planned
- 19 activities have been completed within the Capacity Building component, 23 – within the Human Resources Development component and 7 – within the Awareness Raising component
- By intervention field, 42% of the assistance has targeted metrology, 27% - standardization, 6% - conformity assessment, 21% - accreditation and 4% - common to all fields
- Major project results include:
 - Legislation: review of the Law on Metrology, the Law on Standardisation, the Law on Technical Requirements to the Products as well as secondary legislation
 - Institutional strategies: the up-date of the HAA strategy
 - New technical capacity: 2 designated laboratories in Metrology in Chemistry, inter-laboratory comparisons, accreditation of labs in new fields (food, environment)
 - Membership into European organizations: Positive assessment of HZN application to CEN/CENELEC
- The draft final report addresses several issues for the Croatian quality infrastructure
 - 1/ Coordination of the national quality infrastructure
 - 2/ Metrology set-up and orientation
 - 3/ Operational performance of HZN
 - 4/ Continuous support to HAA
- These issues shall be solved in the light of some developments at European level, namely:
 - European Metrology Research Programme
 - Commission Communication "Towards an increased contribution from standardisation to innovation in Europe" (COM(2008) 133 of 11th March 2008) and related Council conclusions on standardisation and research of 25th September 2008

- The new legislative framework for free movement of products.
- The draft final report makes some recommendations to MELE and the beneficiary institutions regarding the decision-making on metrology, regular up-date of institutional strategies, upgrade of measurement capacity and cooperation between metrology and accreditation
- Participants have been invited to comment the draft.

NB: provided PowerPoint presentation.

Ms Lučić-Regvar expressed her satisfaction with the project and the results mentioning difficulties experienced by DZM and the PIU.

Ms Bajzek-Brezak informed that the revised version of the Croatian accreditation law in line with Regulation No 765/2008 was positively reviewed by the Commission services. MELE has started a procedure for passing the amendments for adoption by the Parliament.

Mr Taylor made concluding remarks on behalf of the project team. He thanked the Croatian participants for their work and cooperation and wished them success in coping with future challenges. He acknowledged the contribution of the team leaders, Mr Poposki and Ms Todorova and experts involved.

The Chairperson, *Ms Kesić-Šapić* concluded the meeting and the work of the Steering Committee.

Steering Committee's meetings are presented in the following table:

Year 2006											
				May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				15th Signature of contracts	1st - 2nd Kick-off meeting	Inception phase...			First Steering Committee		
Year 2007											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				Second Steering Committee			End of Strategy		Third Steering Committee		
Year 2008											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
			Fourth Steering Committee						Fifth Steering Committee		
Year 2009											
Jan	Feb	Mar	Apr	May	June						
				Final Steering Committee	15 th End of he project						

Prepared by:

Ms Ani Todorova

Distributed to Steering Committee's members:

Ms Tajana KESIĆ-ŠAPIĆ (Steering Committee's chairperson), Mr Krešimir BUNTAK, Ms Biserka BAJZEK-BREŽAK, Mr Dragutin FUNDA, Mr Miroslav BANIĆ, Ms Vesna LUČIĆ-REGVAR, Ms Dubravka VLAŠIĆ – PLEŠE, Mr Zvonimir SAVIĆ, Mr Lino FUČIĆ, Ms Božena VRBANIĆ, Ms Julija LIPOZENČIĆ, Dr Philip TAYLOR

Annex 9: Resources Absorption Report (final)

ADMINISTRATIVE ARRANGEMENT116536 JRC-IRMM 30018	Budget all 3 years		Actual spent Period 1 & 2 : 16/05/2006 - 05/04/2007	Actual spent Period 3 : 06/04/2007- 05/10/2007	Actual spent Period 4 : 06/10/2007 - 05/04/2008	Actual spent Period 5 : 06/04/2008 - 05/10/2008	Actual spent Period 6 : 06/10/2008 - 15/06/2009	TOTAL ACTUAL SPENT	TOTAL % UTILISED
	Unit	# of units	Units	Units	Units	Units	Units	Units	% utilised
Expenses									
1. Human Resources (Salaries-gross amounts)									
1.1 Team Leader	man/days	441	20.0	43.0	103.0	95.0	101.0	362.0	82%
1.2 Project Director	man/days	24	5.5	7.0	9.5	11.0	28.0	61.0	29%
1.3 Project Administrative Assistant	man/days	245	18.0	0.0	0.0	1.0	68.5	87.5	36%
1.4 STEs	man/days	510	47.0	30.5	54.0	12.0	48.5	192.0	6%
Subtotal Human Resources		1,220	90.5	80.5	166.5	119.0	246.0	702.5	57.6%
2. Travel									
2.1 International Travel Team leader	Per flight	24	5.5	2.0	3.0	6.0	6.0	22.5	94%
2.2 International Travel Project Director	Per flight	9	1.0	1.0	1.0	3.0	3.0	9.0	100%
2.3 International Travel STEs	Per flight	57	4.3	5.4	3.0	0.0	6.0	18.7	33%
2.4 International Travel HR participants for seminars abroad	Per flight/car	35	2.0	4.0	9.0	15.0	36.0	66.0	189%
2.5 Local travel costs (bus, taxi, etc)	Lump sum	3	0.0				2.0	2.0	67%
Subtotal Travel		128	12.8	12.4	16.0	24.0	53.0	118.2	92%
3. Per Diems									
									% utilised
3.1 Per diems Team Leader	Per diem	84	21.5	4.0	8.5	12.0	19.5	65.5	78%
3.2 Per diems Project Director	Per diem	18	1.0	4.0	2.5	8.5	8.0	24.0	133%
3.3 Per diems STEs	Per diem	168	14.9	14.1	11.5	0.0	7.0	47.5	28%
3.4 Per diems Seminars HR participants abroad (EU Average)	Per diem	140	4.0	11.0	20.0	36.0	130.0	201.0	144%
Subtotal Per Diems		410	41.4	33.1	42.5	56.5	164.5	338.0	82%

Annex 10: Addendum No 1 to the Administrative Arrangement

Addendum No 1 to Administrative Arrangement No 116536, JRC-IRMM 30018

DG Enlargement (DG ELARG) represented, for the purpose of signing this administrative arrangement, by the Head of the Delegation of the European Commission to the Republic of Croatia, Mr. Vincent Degert of the above-mentioned Directorate General,

on the one part,

and

The Joint Research Centre, hereinafter referred to as the "Service Provider", represented, for the purpose of signing this arrangement, by the Director of the Institute for Reference Materials and Measurements, Dr. Alejandro Herrero

on the other part

HAVE AGREED AS FOLLOWS:

The following provisions of **Administrative Arrangement No 116536 JRC-IRMM 30018 "Development of a national Metrology, Standardisation, Conformity assessment and Accreditation System in Croatia"**, concluded between DG ELARG and the Service Provider on **16 May 2006** are hereby replaced as follows:

Administrative Arrangement, Paragraph 3, first sentence:

The "Service Provider" shall perform the work agreed, defined in Annex I above mentioned, within 37 months counted from the last signature date of this administrative arrangement.

Annex I, DESCRIPTION OF THE ACTION

5.2 Commencement date and period of completion:

The intended commencement date is the signature date of the last signature party and the period of performance of the contract will be 37 months from the date stated in the contract.

Logical framework matrix:

Project Duration: 37 months

All the other provisions and conditions of the Administrative Arrangement shall remain unchanged and shall continue to apply for the period of duration of the agreement indicated in this addendum.

The present addendum shall form an integral part of the Administrative Arrangement and it shall enter into force after signature by the contracting parties on the date of the last signature.

SIGNATURES

For DG ELARG,

For JRC,

Mr. Vincent DEGERT,
Head of the Delegation of the European
Commission to the Republic of Croatia

Dr. Alejandro HERRERO, Director of the
Institute for Reference Materials and
Measurements,

signature: _____

signature: _____

Done at Zagreb,

Done at Geel,

23 APR. 2009

European Commission

EUR 24259 EN – Joint Research Centre – Institute for Reference Materials and Measurements

Title: CARDS 2004 project - Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System - FINAL REPORT

Authors: Nikola Poposki, Ani Todorova, Lutgart Van Nevel, Philip Taylor

Luxembourg: Office for Official Publications of the European Communities

2009 – 95 pp. – 21.0 x 29.7 cm

EUR – Scientific and Technical Research series – ISSN 1018-5593

ISBN 978-92-79-15055-5

DOI 10.2787/24274

Abstract

The final report of the CARDS programme 2004 project "Development of National Metrology, Standardisation, Conformity Assessment and Accreditation System" - offers an overview of the *conducted activities during the period*: from the 6th October 2008 to the 16th June 2009. Furthermore, this document is giving a sum-up of the overall achievements of the project over the entire duration of the project (16th May 2006 to 15th June 2009). Evaluation, eventual feedbacks, encountered problems, modifications and further recommendations are also elaborated. Finally, the last chapter is meant to provide a *synthetic view on the targets* of the project, derive *conclusions* and list the key issues / experiences and proposes *further improvement possibilities for beneficiary institutions*.

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